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ILLINOIS REGISTER

Rules and Regulations of Governmental Agencies

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ILLINOIS STATE
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1978

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DEPARTMENT OF AGRICULTURE
OF THE STATE OF ILLINOIS

NOTICE OF CHANGE IN THE DATE OF PUBLIC HEARING

Notices of a public hearing to discuss proposed action on the rules and regulations listed herein were published in the Illinois Register on March 10, 1978. The date of the public hearing was given as April 20, 1978. The date of the public hearing should have read May 11, 1978. The hearing will start at 10 A.M. in Building 30 (Junior Livestock Building), State Fairgrounds, Springfield, Illinois.

At the public hearing on May 11, 1978, revisions to the rules and regulations promulgated under the authority of the following acts will be considered:

Bovine Brucellosis Eradication Act (Illinois Revised Statutes, Chapter 8, Paragraph 143)

Bovine Tuberculosis Eradication Act (Illinois Revised Statutes, Chapter 8, Paragraph 104)

Swine Brucellosis Eradication Act (Illinois Revised Statutes, Chapter 8, Paragraph 1481)

Illinois Swine Disease Control and Eradication Act (Illinois Revised Statutes, Chapter 8, Paragraph 515)

Illinois Livestock Auction Market Law (Illinois Revised Statutes, Chapter 121½, Paragraphs 215a and 218)

Illinois Diseased Animals Act (Illinois Revised Statutes, Chapter 8, Paragraph 169)

Specific details regarding the proposed changes to the rules and regulations, the manner in which the public hearing will be conducted, and how interested persons may make submissions on the proposed changes to the rules and regulations were published in the Illinois Register on March 10, 1978. The time allowed for persons to make submissions has been extended. Written submissions will be considered by the Director if postmarked on or before May 4, 1978, or, if delivered in person, received on or before 10 A.M. on May 11, 1978.

NOTICE OF PROPOSED AMENDMENT

The Illinois Department of Conservation, under Illinois Revised Statutes, Chapter 61, Sections 1.3, 1.4, 2.24, 2.25, and 2.26, proposes to amend its regulation (Article III) pertaining to the Hunting of White-Tailed Deer with Firearms. The purpose of the amendment is to set forth the revised rules and regulations for hunting and issuing licenses and permits, and to establish the open season by county.

Interested persons may comment by submitting their views and information in writing within 45 days of the publication of this Notice to:

Chief William Brey
Division of Law Enforcement
Illinois Department of Conservation
100½ East Washington Street
Springfield, IL 62706

The proposed amended regulations cover the following:

Section A. Open Season and County Quotas
Amends open season dates and certain quotas.

Section B. Deer Permits
No substantive revisions.

Section C. Public Drawing for Firearms Permit
Amends date for drawing.

Section D. Firearms
No substantive revisions.

Section E. Hunting Rules
No substantive revisions.

Section F. Penalties
No substantive revisions.

The complete text of the proposed amended rule follows. The present text of the affected rule is printed to show the proposed revisions, with deletions indicated by strike-out and additions underlined (except where underlining is used for emphasis or for a section title).

STATE OF ILLINOIS
DEPARTMENT OF CONSERVATION
Administrative Order 1977

ARTICLE II - REGULATIONS PERTAINING TO THE TAKING OF WHITE-TAILED DEER BY USE OF ~~FIREARMS SHOTGUN-SLUGS, AND WITH MUZZLE-LOADING-RIFLES~~ AS DEFINED BY THIS ORDER, ISSUED IN ACCORDANCE WITH THE PROVISIONS OF SECTIONS 1.3, 1.13, 2.25 AND 2.26 OF THE GAME CODE OF ILLINOIS.

The following rules and regulations are established for the designation of certain counties within the State of Illinois for the hunting of white-tailed deer during the seasons authorized by the Illinois Game Code (chap. 61) existing State-Game-Laws.

SECTION A. OPEN SEASON AND COUNTY QUOTAS

- A- 1. The 1977 open seasons for the taking of deer by use of shotgun loaded with rifled slug or shaped slug with plastic sleeve or with muzzle loading rifle as defined by this Order in the following counties shall be: The first three day period shall consist of the third three day weekend of November consisting of Friday, Saturday and Sunday, -November-18, -19-and-20, and the second three day period shall consist of the second three day weekend consisting of Friday, Saturday and Sunday, -December-9, -10-and-11.
2. The following counties and the pre-season quotas of permits for the above stipulated split season, are hereby designated as being open for the taking of deer by the use of shotgun or muzzle loading rifle as defined by this Order during the heretofore prescribed seasons. Landowner/tenant permits are not included in these quotas.

~~Permits are available to Illinois residents only, except in case of non-residents owning land in Illinois. --- Permits are not available to non-resident tenants.~~

NORTHERN ILLINOIS COUNTIES:

Boone	200	Kankakee	200	Putnam	500
Bureau	1200	Kendall	200	Rock Island	1200
Carroll	1500	LaSalle	600	Stark	300
DeKalb	300	Lee	700	Stephenson	600
Grundy	300	Marshall	900	Whiteside	1100
Henry	600	McHenry	400	Will	200
Jo Daviess	2200	Ogle	1000	Winnebago	800

CENTRAL ILLINOIS COUNTIES:

Adams	1500	Greene	500	Mercer	1200
Brown	1000	Hancock	1400	Montgomery	300
Calhoun	700	Henderson	1100	Morgan	400
Cass	600	Iroquois	200	Moultrie	200
Champaign	200	Jersey	400	Peoria	600
Christian	200	Knox	1100	Piatt	200
Clark	200	Livingston	300	Pike	1500
Coles	200	Logan	200	Sangamon	300
Cumberland	200	Macon	200	Schuyler	900
DeWitt	200	Macoupin	400	Scott	400
Douglas	200	Mason	600	Shelby	300
Edgar	200	McDonough	900	Tazewell	400
Ford	100	McLean	300	Vermilion	200
Fulton	1000	Menard	400	Warren	900
				Woodford	500

SOUTHERN ILLINOIS COUNTIES:

Alexander	1100	Jackson	1400	Pulaski	400
Bond	200	Jasper	200	Randolph	700
Clay	200	Jefferson	700	Richland	200
Clinton	600	Johnson	1700	St. Clair	400
Crawford	200	Lawrence	200	Saline	1000
Edwards	200	Madison	200	Union	1800
Effingham	200	Marion	400	Wabash	200
Fayette	400	Massac	500	Washington	700
Franklin	500	Monroe	800	Wayne	300
Gallatin	700	Perry	400	White	300
Hamilton	700	Pope-North	3500	Williamson	1500
Hardin	1200	Pope-South	2000		

FEDERAL AREAS (Quota set by U. S. Fish & Wildlife Service)

Crab Orchard, 1st season, 600

Crab Orchard, 2nd season, 600 200

Mark Twain (Long Island), 1st season only, 175

SECTION B. DEER PERMITS

B- 1. It is unlawful for any person to take, or attempt to take, deer in this State by means of shotgun loaded with rifled slug or shaped slug with plastic sleeve or with a muzzle-loading rifle as defined by this Order without first having obtained a "Shotgun-Deer-Hunting-Permit", such permit to be issued by the Department of Conservation, with a fee of Five Dollars. Such Firearm permits, issued only to Illinois residents, will be issued for a specific county and will be good only in the county named in the permit. Only one permit will be allowed per person. Pope County shall be divided into Northern Pope and Southern Pope County. Separate permits will be issued for

each of these areas. The dividing line will be Route #146. All persons wishing to file applications for gun hunting permits shall address their requests to:

Department of Conservation (Shotgun or Landowner/Tenant), Deer Permit Office, 605 Stratton State-Office Building, Springfield, IL 62706

2. Prospective hunters must use official Department of Conservation application forms or photo copies of same. Applications must be complete and indicate name, mailing address, county of residence, date of birth, physical description, hunting license number, if applicable, firearm owners identification number, if applicable, no more than two county choices and signature of applicant. Applicant must submit a personal check or money order for \$5.00 for each application. ~~Applications for bow permits should not be submitted with applications for shotgun permits.~~ Incomplete applications will be rejected. No more than six single applications per envelope will be accepted, and no more than two county choices will be accepted.
3. Landowner/Tenant Permits - Free and Paid.
 - a) Landowners and tenants, including out-of-State landowners, but not non-resident tenants, owning or renting 40 acres or more of agricultural or forest lands may apply for a county-wide paid permit to hunt the county in which the land is located. Members of the immediate family of the landowner or tenant are also eligible to apply for a county-wide paid permit providing they reside with the landowner or tenant. Incomplete applications will be rejected. Out-of-State landowners must also obtain a non-resident hunting license, in addition to the deer permit. These applications will not be subject to the drawing described below.
 - b) Landowners and tenants, owning or renting 40 acres or more of agricultural or forest lands, who reside on the property, may apply for a free deer hunting permit to hunt their owned or rented land only. These applications will not be subject to the drawing described below.
 - c) Immediate family members who reside on the owned or rented land with the landowner or tenant may also apply for a free permit to hunt their land only.
 - d) If more than one application is submitted in the same name for a shotgun deer permit, a shotgun deer permit will not be issued and any and all fees that accompanied the applications will be forfeited.
 - e) The immediate family of a landowner or tenant is limited to the spouse and their children who reside with landowner or tenant.
 - f) A tenant for the purpose of this Order is one who rents 40 acres or more for commercial agricultural or forestry purposes under an agreement with a landowner. Hunting and mineral rights leases are NOT valid for a tenant permit. Where land is jointly owned or leased by two or more persons, the total number of county-wide permits related to the subject land

shall not exceed one permit for a landowner, and permits for immediate family, as defined in this Order, for each 40 acres of land. For example, if three persons own 90 acres, only two of the landowners and their immediate families may receive deer permits.

4. Applications will be rejected or permits revoked and fees forfeited for any of the following:
 - a. Using a hunting rights or mineral rights lease to obtain a shotgun deer permit;
 - b. Submitting more than one application for a shotgun deer permit;
 - c. Providing false and/or deceptive information on the deer permit application form.
5. Applications for Bow and Arrow and Landowner/Tenant Permits will be accepted beginning April 1 of each year April-17-1977.

SECTION C. PUBLIC DRAWING FOR FIREARM PERMIT FOR SHOTGUN PERMITS:

1. ~~Shotgun-deer-permit-applications-will-be-accepted-from-May-2-through-May-13, 1977.--On-May-18, On the third Wednesday of May of each year~~ a public drawing will be held to allocate permits. If all county quotas are not filled, the remaining counties will be filled later on a first-come basis. ~~The-Department-will-return-unsuccessful-applications, together-with-checks.~~

SECTION D. FIREARMS

~~E-~~ It is unlawful for any person to take, or attempt to take, deer by use of any gun except a shotgun of not larger than 10 or smaller than 20 gauge loaded with not more than 3 rifled slugs or shaped slug with plastic sleeve or any single or double barreled muzzle loading rifle.

The standards and specifications for use of such muzzle loading guns are as follows:

1. The minimum barrel length for use of such muzzle loading weapon is 26 inches;
2. The minimum size of the projectile shall be .38 caliber;
3. Black powder only may be used;
4. Percussion caps of flint type ignitions only may be used.

SECTION E. HUNTING RULES

- ~~D-~~ a) It is unlawful for any person to take, or attempt to take, deer unless such person shall wear, while in the field, a cap and upper outer garment of

a solid blaze orange color of at least a total of 400 square inches. This clothing requirement applies to both hunters and non-hunters, who accompany hunters in the field.

- E- b) It is unlawful for any person using a shotgun or muzzle loading rifle to take or have in possession more than one deer in any period from October 1st of one year to October 1st of the following year. This does not preclude taking and possessing an additional deer with bow and arrow.
- F- c) The Shotgun Deer Hunting Permit shall be signed; hunting license number and Firearm Owners Identification Number shall be entered in appropriate places, and worn on the back while hunting.
- G- d) The leg tag shall be attached to the leg of the deer before the deer is transported. Head and hide tag shall be attached when head or hide is retained or sent for processing.
- H- e) It is unlawful for any person to possess or transport deer in this State without first having visited either the county check station, or the check station nearest to the kill site, for the purpose of having his kill recorded by the Department representative in attendance at such check station. Deer shall be checked in by 7:00 P.M., C.S.T., the same day they are killed.

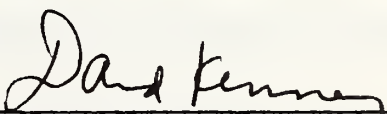
~~The previously stipulated rules and regulations are established in accordance with the provisions of Sections 2.25 and 2.26 of the Game Code of Illinois for the purpose of providing a management plan for the harvesting of a desirable number of deer from the surplus populations of this species that exist in Illinois.~~

SECTION F. PENALTIES

Violations of the above provisions shall be subject to the penalties prescribed under Section 3.5 of the Game Code of Illinois.

The laws supplementing this Administrative Order are to be found in Chapter 61 of the Illinois Revised Statutes.

The effective date of this Administrative Order shall be May 17 ~~1~~, 1978 ~~1977~~.



DAVID KENNEY
DIRECTOR
DEPARTMENT OF CONSERVATION

ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED AMENDMENT OF ADULT DIVISION
ADMINISTRATIVE REGULATION: "CORRECTIONAL
INDUSTRIES"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-12-3 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the amendment of Adult Division Administrative Regulation: "Correctional Industries" (#700), effective June 29, 1977.

This regulation makes a wording change to stipulate "where appropriate" when referring to industry training programs in cooperation with the School District.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ADULT DIVISION

SECTION NUMBER

700

PAGE NUMBER

1 of 2

EFFECTIVE DATE 6/1/77

SUPERSEDES


A. R. 700

DATED: 5/14/76

SUBJECT:

Correctional Industries

- I. **POLICY OF DEPARTMENT:** To establish industrial programs within the residential facilities which provide meaningful work experiences for those individuals needing such programs. The department's industrial programs shall be administered in a manner similar to those of private industry, emphasizing quality of workmanship, meaningful vocational training and development of realistic production schedules. Whenever possible, industrial programs will closely correlate with vocational training programs offered through the Department of Corrections School District. Further, Correctional Industry programs must at all times function harmoniously within the guidelines of an institution's total correctional program.
- II. **EXPLANATION:**
 - A. The department's authority for establishing Correctional Industry programs is outlined under Chapter 38, Section 1003-12-6, of the Unified Code of Corrections.
 - B. The Unified Code also requires the State, its political units, agencies, and public institutions to purchase from Correctional Industries all services, articles, materials and supplies so produced or manufactured.
 - C. Not-for-profit corporations chartered in Illinois may purchase goods or services produced or manufactured by Correctional Industries.
 - D. The Chief of Manpower Affairs will be responsible for the operation of industrial programs.
 - E. The department shall maintain a Correctional Industries central office which shall function under the direction of the Chief of Manpower Affairs and which shall have the following general staff responsibilities:
 1. Approve initial requests for all types of equipment, materials, or services involving expenditures from the Working Capital Fund.
 2. Review and recommend approval or disapproval of all personnel transactions involving Correctional Industry staff.
 3. Approve all requests for products or services to be produced or manufactured prior to their being scheduled for production (includes inter- or intra-institutional requests, as well as those from outside agencies).
 4. Approve any additions to and eliminations from any industrial product line.
 5. Recommend the release of orders for goods and services not currently available from Correctional Industries.
 6. Review and approve resident payrolls charged to Correctional Industries.
 7. Review and approve the accounting methods used to determine the selling price of product lines and to manage production, inventory and ordering.

 ADMINISTRATIVE REGULATIONS STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS ADULT DIVISION	SECTION NUMBER 700	PAGE NUMBER 2 of 2
	EFFECTIVE DATE 12/30/77	
	SUPERSEDES A. R. 700	DATED: 6/1/77
SUBJECT: Correctional Industries		

8. Approve all price lists for goods and services produced within Correctional Industries.
9. Review all transactions, vouchers, obligations, and deposits to the Working Capital Fund.
10. Supervise the overall production and financial management of all industry programs.
11. Discontinue, continue or expand existing programs on the basis of profitability and create new production programs as market research indicates feasible.
12. Where appropriate, establish training curricula, in conjunction with the Department of Corrections School District, for residents assigned to industries in order to provide marketable skills and advancement opportunities both within the institution and the free community.

ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED AMENDMENT OF ADULT DIVISION
ADMINISTRATIVE REGULATION: "DEMOTION AND
RESTORATION IN GRADE"


Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the amendment of Adult Division Administrative Regulation: "Demotion and Restoration in Grade" (#811), as effective June 29, 1977.

This amendment proposes the following changes to this regulation:

1. Name change from Warden to Chief Administrative Officer
2. Name change from Parole and Pardon Board to Prisoner Review Board
3. Clarifies the periods of time between demotions in grade and automatic promotions.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p>ADMINISTRATIVE REGULATIONS</p> <p>STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS ADULT DIVISION</p>	SECTION NUMBER	PAGE NUMBER
	811	1 of 3
	EFFECTIVE DATE	
<p>SUBJECT: Demotion and Restoration in Grade</p>	SUPERSEDES	DATED:
	A. R. 811	

I. POLICY OF DEPARTMENT: All residents within Adult Division Correctional centers retain a grade status dependent upon the individual's conduct as outlined by institution rules and procedures. Standardized procedures for demotion and restoration of grade are established by this regulation.

II. EXPLANATION:

A. Grades

1. Grade A-A resident in this grade is eligible to receive all institutional privileges. A new resident automatically starts in Grade A unless the individual is being transferred from another institution with another grade status applied.
2. Grade B-A resident in this grade is eligible to receive all institutional privileges except that the resident is not eligible: 1) for transfer to a minimum-security adult correctional center, a minimum-security unit or a work release and /community center; 2) for furlough or day release programs.
3. Grade C-A resident in this grade receives no privileges except yard and may purchase a maximum of \$20 worth of items from the commissary on a once-a-month basis. He/she is not eligible: 1) for transfer to or to remain at a minimum-security adult correctional center; 2) for furlough or day release programs. A resident in Grade C will automatically be assigned to maximum-security classification.

B. Procedure

1. A resident who violates institution rules, procedures or policy may, upon the recommendation of the Institutional Adjustment Committee and with the Warden's Chief Administrative Officer's approval, be demoted to either Grade B or C for a period not to exceed one year the maximum amount of time specified in AR 804. A resident may be demoted more than one grade.
2. ~~Generally speaking, minor violations do not call for demotion unless a certain number usually three or more occur within a period of a year or less. Denial of privileges for varying lengths of time is usually~~


ADMINISTRATIVE REGULATIONS

SECTION NUMBER

811

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STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ADULT DIVISION

EFFECTIVE DATE

SUPERSEDES
A. R. 811

DATED:

SUBJECT: Demotion and Restoration in Grade

~~considered to be sufficient corrective action for resident violations. However, if a series of minor violations occurs within a period of a year or less, demotion of one grade may be ordered or retention in present grade may be ordered if the resident is in a grade below A.~~

3. ~~For single violations of a more serious nature, a resident may be demoted or retained in grade, even though he or she has no previous violations. For flagrant, serious violations, a resident may be demoted more than one grade.~~

4. ~~Restoration in grade depends entirely upon the resident's good work, program involvement record, and/or good conduct since the grade demotion was effective. Restoration in grade is to be automatically made to 12-month intervals between grades, unless retention in a reduced grade has been ordered by the Adjustment Committee (if the demotion was from Grade A to Grade C, it would be two years before the return to Grade A).~~

2. Restoration or advancement in grade is to be automatically made at the expiration of the maximum period of time provided in AR 804 for the infraction unless retention in a reduced grade has been ordered by the Adjustment Committee due to an additional infraction(s). Demotions in grade due to different infractions shall run consecutively.

3. If a resident is demoted to C Grade for an infraction, the maximum time period he/she remains in C Grade is also the maximum time period he/she shall remain in B Grade, once promoted and prior to restoration to A Grade. For example: A resident is demoted to C Grade for an infraction which has a 90-day maximum time period. At the end of the 90 days, he/she is automatically promoted to B Grade where he/she may remain for a maximum of 90 days. At this time, he/she will be automatically promoted to A Grade. This entire process is contingent upon the resident not receiving additional disciplinary reports during this period which would cause a subsequent demotion or retention in either Grade B or C.

5. 4. The resident may request, in writing to the institutional Adjustment Committee, a hearing on a grade demotion once each three months if same was in excess of three months once every 90 days in an effort to obtain a restoration in

ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ADULT DIVISION

SECTION NUMBER

811

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EFFECTIVE DATE

SUPERSEDES

A. R. 811

DATED:

SUBJECT: Demotion and Restoration in Grade

grade, based upon the resident's good work or program involvement record and/or good conduct.

6. 5. Institutions must maintain accurate written documentation on demotions and restorations in grade. Such records shall be made available to the ~~Parole and Pardon Board~~. Prisoner Review Board.


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED AMENDMENT OF ADULT DIVISION
ADMINISTRATIVE REGULATION: "STATUTORY
GOOD TIME"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-6-3 (as effective October 1, 1975) of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the amendment of Adult Division Administrative Regulation: "Statutory Good Time" (#813), as effective August 1, 1977.

This amendment stipulates that this schedule is only effective for those residents sentenced prior to February 1, 1978, and who do not come under the provisions of Public Act 80-1099. Changes reference from Parole Board to Prisoner Review Board.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p>ADMINISTRATIVE REGULATIONS</p> <p>STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS ADULT DIVISION</p>	<p>SECTION NUMBER</p> <p>813</p>	<p>PAGE NUMBER</p> <p>1 of 4</p>
	<p>EFFECTIVE DATE</p>	
	<p>SUPERSEDES</p> <p>A. R. 813</p>	<p>DATED:</p>
<p>SUBJECT: Statutory Good Time</p>		

I. POLICY OF DEPARTMENT: To provide for the awarding, revocation or restoration of Statutory Good Time, pursuant to Illinois Revised Statutes, Chapter 38, Section 1003-6-3, as revised effective October 1, 1975, for individuals not serving a determinate sentence under the provisions of Public Act 80-1099.

II. EXPLANATION:

A. Statutory Good Time

1. Residents appear before the ~~Parole~~ Prisoner Review Board after having served their minimum sentence, less Statutory and Compensatory Good Time. In the event a resident must serve the maximum sentence, he/she will be discharged from institution or facility custody after serving the maximum of the sentence, less Statutory and Compensatory Good Time.
2. Statutory Good Time, with reference to both the minimum and the maximum sentence, shall be computed in accordance with the following table for individuals sentenced prior to June 1, 1977:

SENTENCE	TIME TO BE SERVED
1st year	11 months
2nd year	1 year and 9 months
3rd year	2 years and 6 months
4th year	3 years and 2 months
5th year	3 years and 9 months
6th year	4 years and 3 months
7th year	4 years and 9 months
8th year	5 years and 3 months
9th year	5 years and 9 months
10th year	6 years and 3 months
11th year	6 years and 9 months
12th year	7 years and 3 months
13th year	7 years and 9 months
14th year	8 years and 3 months
15th year	8 years and 9 months
16th year	9 years and 3 months
17th year	9 years and 9 months
18th year	10 years and 3 months


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19th year	10 years and 9 months
20th year	11 years and 3 months
21st year	11 years and 9 months
22nd year	12 years and 3 months
23rd year	12 years and 9 months
24th year	13 years and 3 months
25th year	13 years and 9 months

- a. On the maximum sentence, six months of good time is earned for each additional year.
3. Statutory Good Time, with reference to both minimum and maximum sentences shall be computed in accordance with the following table for all individuals sentenced to the Department of Corrections after June 1, 1977:

SENTENCE

TIME TO BE SERVED

1st year	9 months
2nd year	1 year and 6 months
3rd year	2 years and 3 months
4th year	3 years
5th year	3 years and 9 months
6th year	4 years and 6 months
7th year	5 years and 3 months
8th year	6 years
9th year	6 years and 9 months
10th year	7 years and 6 months
11th year	8 years and 3 months
12th year	9 years
13th year	9 years and 9 months
14th year	10 years and 6 months
15th year	11 years and 3 months
16th year	12 years
17th year	12 years and 9 months
18th year	13 years and 6 months
19th year	14 years and 3 months
20th year	15 years
21st year	15 years and 9 months
22nd year	16 years and 6 months
23rd year	17 years and 3 months
24th year	18 years
25th year	18 years and 9 months


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- a. On the maximum sentence, three months of good time is earned for each additional year.
- b. The provisions of Par. II A3 and Par. II A3a shall not affect any person presently incarcerated or presently on parole or mandatory release status and shall not operate to shorten or affect the release period of any person subject to its provisions.
4. For an individual who is sentenced on or after June 1, 1977, on an offense which he committed prior to this date, the table in Par. II A2 is to be used if the result would be an earlier initial parole eligibility date, i.e., when the resident's minimum is six years or more.
 - a. If a person receives consecutive sentences, where the second sentence is given on or after June 1, 1977, and is made consecutive to a sentence imposed prior to June 1, 1977, the second sentence merges into the first (Ill. Rev. Stats. Ch. 38, Sec. 1005-8-4 (e)). Therefore, the former good time provisions apply.

B. Forfeiture of Statutory Good Time:

Any individual entitled to any diminution of his/her sentence by virtue of the Rules and Regulations of this department, who shall be guilty of misconduct or of violating these Rules or Regulations, or any Federal or State law, or the terms and conditions of his/her parole may have revoked any such diminution of sentence or statutory good time at the discretion of the Director of the Department of Corrections and upon recommendation of the Chief Administrative Officer--in accordance with due process provisions of Administrative Regulation 804--or the ~~Parole--and--Pardon--Board~~ Prisoner Review Board--in the event of a violation of condition of parole. In an institutional setting, a recommendation for revocation may be made subsequent to an Adjustment Committee hearing and forwarded to the Chief Administrative Officer who, in turn, may forward same to the Director of Corrections. In a community-based setting, a recommendation for revocation may be made by the Adjustment Committee or by a Revocation Panel and forwarded to the Chief Administrative Officer who, in turn,

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DATED:

SUBJECT: Statutory good Time

may forward same to the Director of Corrections. In the case of a parolee, a recommendation for revocation may be made subsequent to a ~~Parole~~ Parole Prisoner Review Board hearing and forwarded to the Director of Corrections. Said forfeiture may be made applicable to the minimum of the sentence, to the maximum of the sentence, or to both, and may deprive such individual of any portion or all of the good time that such person may have earned or may earn in the future.

C. Restoration of Statutory Good Time:

Statutory Good Time may be restored by the Director, upon the recommendation of the Adjustment Committee and the Chief Administrative Officer, in those cases where the change in resident's behavior and his accomplishments are considered exceptionally meritorious. The resident may petition not more frequently than every six months through the Adjustment Committee for restoration of Good Time, stating the rationale for restoration. The Adjustment Committee shall make appropriate recommendations to the Chief Administrative Officer for its restoration which, if approved, will be sent to the Director of Corrections. A copy of the Committee's recommendation and a notation of the Director's decision shall be given to the resident.

ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF ADULT DIVISION
ADMINISTRATIVE REGULATION: "INSTITUTION CREDITS"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Adult Division Administrative Regulation: "Institution Credits" (#814). This regulation is currently in effect as an emergency adoption.

The new regulation provides a procedure for the granting of institution credits, to advance the next parole hearing, when a continuance is issued by the Prisoner Review Board to an adult resident. Copies of application forms are provided on pages two and three of this regulation.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:


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STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ADULT DIVISION

EFFECTIVE DATE 2/1/78

SUPERSEDES 814
A. R.

DATED: 6/15/77

SUBJECT:

Institution Credits

- I. **POLICY OF DEPARTMENT:** To provide a procedure for the granting of institution credits, to advance the next parole hearing, when a continuance is issued by the Prisoner Review Board to an adult resident.

II. **EXPLANATION:**

If an adult resident is denied parole after serving his/her minimum sentence less Statutory, Compensatory and Meritorious Good Time, the resident is thereafter eligible to be awarded institution credits. This means the resident may earn the privilege of appearing before the Prisoner Review Board at the next parole hearing either 30 or 60 days earlier than scheduled.

- A. Every eligible resident may receive consideration by the institution for these credits. Institution credits are to be recommended only as a reward for excellent conduct, work or attitude, or for successful participation in specific programs offered at the institution.
- B. Institution credits may be recommended for a resident by any staff supervisor or the resident's counselor through the chain of command to the Chief Administrative Officer. Form DCA-1500, Institution Credits (see Attachment A) is to be used in submitting recommendations for institution credits. Three copies of the form are to be prepared and submitted.
- C. The DCA-1500 form, if approved by the Chief Administrative Officer, shall be submitted for consideration to the Director, or, for Community Center residents, to the Superintendent of Community Correctional Centers, at least 75 days prior to the beginning of the month in which the case would be added to the docket.
1. Distribution of Form DCA-1500 is as follows: One copy to the Prisoner Review Board, one copy to the institution for inclusion in the Master Record File, and one copy to the Springfield General Office File.
- D. No institution credits shall be granted on any continuance of less than one year.
- E. In extraordinary cases where a resident has performed an outstanding action or demonstrated superior progress toward community reintegration through participation in treatment or programmatic opportunities, the resident may be recommended for 90 days institution credits.
1. Form DCA-1500 shall be submitted, including comprehensive information, for such recommendation made personally by the Chief Administrative Officer.
2. Such recommendations shall also be approved by the Superintendent of Community Correctional Centers (Community Center residents), the Director and the Chairman of the Prisoner Review Board before becoming effective.

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2/1/78

SUPERSEDES

DATED:

6/15/77

A. R.

814

SUBJECT:

STATE OF ILLINOIS - DEPARTMENT OF CORRECTIONS
ADULT DIVISION
INSTITUTIONAL CREDITS

Prepare in triplicate

RESIDENT NAME	NUMBER	SENTENCE
CRIME	DATE RECEIVED	FROM (COUNTY)
PRISONER REVIEW BOARD		

INSTITUTIONAL OR FACILITY RULE VIOLATIONS FROM LAST CONTINUANCE :

Date	Violation	Action Taken

ALL ASSIGNMENTS ARE CONSIDERED VOCATIONAL TRAINING

ALL ASSIGNMENTS WHILE IN INSTITUTION OR FACILITY

ASSIGNMENTS SINCE LAST CONTINUANCE AND EVALUATION

EDUCATIONAL ACCOMPLISHMENTS

RECOMMENDATION:

☐ 30 days Institution Credits

DATE

☐ 60 days Institution Credits

DATE

RECOMMENDED DOCKET:

SIGNATURE (STAFF RECOMMENDING)

DEPARTMENT OR FUNCTION

SIGNATURE (CHIEF ADMINISTRATIVE OFFICER)


INSTITUTION

SIGNATURE (DIRECTOR - D.O.C.)

DATE

Distribution: Original and two copies to Director or Superintendent, Division of Community Correctional Centers

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A. R.DATED:
4/30/76

INSTITUTIONAL CREDITS

SUBJECT:

Prepare in triplicate

RESIDENT NAME

NUMBER

INSTITUTIONAL COUNSELOR NAME

By reason of the resident having excelled as stated in the following, it is my recommendation that this individual be granted _____ days institutional credit for advancement of his parole hearing date by said number of days.

THIS RECOMMENDATION IS PREDICATED ON STAFF EVALUATION AS FOLLOWS:

Conduct:

Assignment:

Voluntary program and projects

Overall adjustment:

Additional ways in which resident has excelled:

ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED AMENDMENT OF ADULT DIVISION
ADMINISTRATIVE REGULATION: "MAIL PRIVILEGES
FOR RESIDENTS"


Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the amendment of Adult Division Administrative Regulation: "Mail Privileges for Residents" (#823), as amended October 9, 1975.

The regulation stipulates that "manual" typewriters may be ordered directly from a supplier.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

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SECTION NUMBER

823

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EFFECTIVE DATE 10/1/75

SUPERSEDES
A. R. 823

DATED: 7/25/75

SUBJECT:

Mail Privileges for Residents

- I. **POLICY OF DEPARTMENT:** To maximize communication with family, relatives, friends and others concerned with the overall program of the individual resident. Such communication is essential to the rehabilitation process in terms of morale, maintenance of family ties and reintegration into the community.
- II. **EXPLANATION:** A resident shall be allowed to correspond with anyone in the free community so long as his correspondence does not violate any state or federal law.
 - A. **Incoming Mail:**
 1. Residents may receive an unlimited number of letters from anyone. Except as provided by Par. 6, below, incoming mail shall not be read, censored or reproduced, but it shall be opened and examined for contraband. Cashier's checks, money orders or certified checks shall be recorded, indicating the nature of the receipt, the name of the sender, the amount received and the date. Personal checks, unless certified, and cash shall be returned to the sender. The institution will not be responsible for uncertified personal checks and cash sent through the mail and the sender, if known, shall be notified that funds in such form cannot be received for residents at the institution. The resident shall be notified of all money received and entered into his trust fund account.
 2. Letters containing contraband shall be held for further inspection and disposition by the Assistant Warden for Operations. Drugs or weapons received shall be handled with care and such items shall be labeled, indicating the date of receipt, the name and address of the sender, the name of the resident to whom it is addressed, and the name and dates of the person(s) handling same. The Chief of Operations shall then be notified and the items shall be safeguarded in the event they are to be used as evidence in criminal proceedings or disciplinary action.
 3. Resident mail shall be opened, examined for contraband and distributed to the resident within 24 hours after processing. If a resident has been transferred or released, mail shall be forwarded unopened to him if his address is known. If no forwarding address is available, mail shall be returned to the sender. It shall be the responsibility of the resident who receives letters of a disturbing nature to bring the matter to the attention of his housing unit manager; arrangements will then be made for the resident to discuss the matter with his counselor.
 4. If a resident registers a complaint concerning the disposition or handling of his mail, it shall be resolved in an expeditious manner. At no time shall a resident be allowed to open, read or deliver another resident's mail without permission of the latter. However, a resident may be utilized to transport mail in sacks or other closed mail containers if under direct supervision of a correctional officer.

ADMINISTRATIVE REGULATIONS



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823

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EFFECTIVE DATE

12/30/77

SUPERSEDES

A. R. 823

DATED: 10/1/75

SUBJECT:

Mail Privileges for Residents

5. Residents may receive books and periodicals, in accordance with AR No. 828, and may receive manual typewriters ordered directly from a supplier. Other packages may be received only if approved by the Chief Administrative Officer. All packages received for residents will be opened and searched prior to delivery.
6. The institution shall retain the right to spot check incoming mail, as authorized by the Assistant Warden for Operations, when there is reason to believe that security may be impaired or that this regulation is being abused.

B. Outgoing Mail:

1. Each resident may send an unlimited number of letters to anyone in the free community. Permission for residents to correspond between institutions shall require the approval of both Wardens. Three letters weighing one ounce or less may be sent each week at state expense; this number is not transferrable from week to week. Residents may not exceed the postage-paid limit by borrowing from another resident. Postage-paid letters in excess of the weekly limit will be returned to the sending resident from the mailroom. Each resident will be issued three postage-paid envelopes or letterheads per week by the housing unit officer. Mail privileges shall not be denied to residents in segregation. Postage-paid envelopes shall be made available for purchase by the resident through the institution commissary.
2. Plain letter-size paper purchased by the resident from the commissary may be utilized for additional pages in a letter, provided the complete postage-paid letter does not exceed the one-ounce first-class postage. Residents sending mail weighing more than one ounce shall be required to pay the entire postage amount of such mail and must attach a signed money voucher to the outgoing mail so that the proper postage may be applied and the amount deducted from his trust fund.
3. A record shall be kept in the institution mail room of the total number of letters mailed per week by each resident, reflecting both postage-paid letters and those on which the resident has paid the postage.
4. The Chief Administrative Officer shall establish a procedure for allowing residents to send special letters. The individual approving such letters shall read them prior to mailing to ensure the need for granting this postage-paid privilege. Special letters shall be mailed at state expense and must conform to the one-ounce limitation.
5. Residents may not send packages unless granted permission to do so by the Chief Administrative Officer.


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EFFECTIVE DATE 7/25/75

SUPERSEDES

DATED:

A. R. 823

4/1/74

SUBJECT:

Mail Privileges for Residents


6. All adult correctional institutions shall design and implement programs permitting residents to send candygrams, dollygrams and other messages during special seasons and on holidays, such as Christmas, Easter, Mother's Day and Father's Day.
7. Outgoing mail placed in housing unit mailboxes shall be collected each morning, Monday through Friday. Every effort shall be made to ensure that such mail is delivered to the U. S. Postal Service on the same day.
8. Outgoing mail shall not be read, censored or reproduced, and is to be sealed by the resident before placing in the housing unit mailbox.

C. Certified or Registered Mail:

1. Each institution shall establish procedures and shall cooperate with the local postoffice for processing certified or registered mail. Determination of the appropriateness of such mail shall be the responsibility of the resident. In order to send certified or registered mail, the resident must have funds available in his trust fund account and must attach a signed cash voucher slip to the mail for the application of proper postage and crediting the postage cost to his account.

D. Privileged Correspondence:

1. Incoming mail to residents from persons or organizations listed in Paragraphs a, b, c, d, and e, below, shall be delivered unopened to the housing unit officer and opened by him in the presence of the addressee to check for contraband and then handed directly to the addressee; the contents of such incoming privileged correspondence will not be read by the officer. Incoming mail containing contraband abrogates such mail from privileged correspondence status and is to be handled as outlined in Par. A2 of this regulation.
 - a. The Director of the Department of Corrections, the Administrator of Institution Services for the Adult Division, the Chairman and members of the Parole and Pardon Board, the Prisoner Advocate and members of the Administrative Review Board.
 - b. Elected or appointed federal or state officials, including any U.S. Senator or Congressman; any federal judge or the clerk of any federal court; the Attorney General of the United States; the Director of the Federal Bureau of Prisons; the Governor of the State of Illinois; any Illinois Circuit, Appellate or Supreme Court judge; the Illinois Attorney General; and any member of the Illinois General Assembly.

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS ADULT DIVISION</p>	<p>SECTION NUMBER</p> <p style="text-align: center;">823</p>	<p>PAGE NUMBER</p> <p style="text-align: center;">4 of 4</p>
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	<p>SUPERSEDES</p> <p>A. R. 823</p>	<p>DATED: 4/1/74</p>

SUBJECT:

Mail Privileges for Residents

- c. Any attorney listed in the current edition of the Illinois Legal Directory, published by the Legal Directory Publishing Co., Inc., Los Angeles, California 90024 (a copy of this publication shall be made available at each Adult Division institution. Attorneys who have just recently been licensed to practice law in Illinois and who are therefore not listed in the directory, and those from out of state shall be approved on an individual basis by the Chief Administrative Officer after he has satisfied himself that the person is licensed to practice law).
 - d. All correspondence addressed to legal aid organizations, such as the American Civil Liberties Union, local and regional Legal Aid Societies, and any other organization whose official declared purpose is to provide legal services for residents. These letters may be addressed either to para-professional personnel at the organization or to the organization office.
 - e. Members of the news media.
2. Mail to the above-named persons or organizations shall be sent promptly. Letters to the Director of the Department of Corrections, the Administrator of Institution Services for the Adult Division, members of the Parole and Pardon Board, the Prisoner Advocate, members of the Administrative Review Board, state and federal courts and the Illinois Attorney General shall be sent at state expense without regard to the one-ounce limitation, and shall not be included in the three regular letters sent each week at state expense. Residents shall not be required to obtain advance permission for such postage-paid privileged correspondence. Privileged correspondence not sent at state expense may be sent in accordance with outgoing mail privileges outlined previously in this regulation.
 3. Envelopes of the size required for privileged correspondence shall be distributed by the housing unit officer upon resident request.
 4. Residents in segregation or any other lockup status shall not be denied the opportunity to correspond with those entitled to receive privileged correspondence.
- E. A resident who violates mail regulations shall not lose his basic correspondence privilege. However, a serious violation may result in curtailment or close scrutiny of an individual's mail until such time as it is determined that further violations will not occur. Such action shall be approved by the Chief Administrative Officer.


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF ADULT DIVISION
ADMINISTRATIVE REGULATION: "USE OF
THERAPEUTIC RESTRAINT MEASURES"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Adult Division Administrative Regulation: "Use of Therapeutic Restraint Measures" (#842), as a new regulation.

The regulation defines "therapeutic restraints" and outlines the occasions for their use and the procedure to be followed.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.


The complete text of this regulation is as follows:

 <p>ADMINISTRATIVE REGULATIONS</p> <p>STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS ADULT DIVISION</p>	<p>SECTION NUMBER</p> <p>842</p>	<p>PAGE NUMBER</p> <p>1 of 2</p>
	<p>EFFECTIVE DATE</p>	
	<p>SUPERSEDES</p> <p>A. R.</p>	<p>DATED:</p>
<p>SUBJECT: Use of Therapeutic Restraint Measures</p>		

- I. POLICY OF DEPARTMENT: To provide for the utilization of reasonable therapeutic restraint measures by employees in dealing with residents who have clearly demonstrated that they are assaultive, suicidal, or are otherwise engaging in seriously self-destructive behaviors. Therapeutic restraint measures are utilized to restrict the resident's freedom of action to prevent physical injury to himself or others. The use of such restraint measures shall be employed only when less drastic measures have proven to be ineffective.
- II. EXPLANATION:
 - A. Definition of Therapeutic Restraint:

Therapeutic restraint is the partial or total immobilization of any one or all of the extremities by physical means using therapeutic restraint equipment, for the purpose of preventing assault, suicide, or self-destructive behavior.
 - B. In no event shall therapeutic restraint measures be utilized as a means of punishment or discipline of a resident, nor are they to be utilized as a convenience for institutional staff members.
 - C. Under normal circumstances, the use of therapeutic restraint measures may be prescribed only by an institutional physician or psychiatrist based upon his or her personal examination of the resident. The prescription for such restraint measures shall indicate the purpose, the clinical justification for the measure of control, and the length of time that the restraint measures are to be imposed, not to exceed 24 hours.
 - D. In the event of an emergency involving the behaviors described above which require the immediate use of therapeutic restraint measures, these may be temporarily imposed without the prior written prescription of a physician or psychiatrist on the authority of the ranking medical person on duty, the Duty Warden, or the Chief Administrative Officer. However, in such case, the authorizing individual must consult with the physician or psychiatrist within one hour of the time that such measures are imposed on the resident. Such temporary decisions for the use of restraint shall be documented in writing with the justification clearly stated. Temporary therapeutic restraint orders shall not be issued for periods of time in excess of 24 hours.

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ADULT DIVISION

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EFFECTIVE DATE

SUPERSEDES

A. R.

DATED:

SUBJECT:

Use of Therapeutic Restraint Measures

- E. All therapeutic restraint orders shall be reviewed and approved on a daily basis by the Chief Administrative Officer or his designee who shall be no less than the Duty Warden.
- F. No therapeutic restraint order shall be valid for more than 24 hours. If further restraint is required, a new prescription must be issued by an institutional physician or psychiatrist.
- G. Residents receiving therapeutic restraint measures shall be under visual observation no less than every 30 minutes, with an appropriate record of such check being made in the resident's medical chart.
- H. In all cases, therapeutic restraint measures shall be removed at the earliest possible moment based upon the resident's behavior and clinical condition. The determination for such removal shall be made by the institution physician or psychiatrist, or by a supervisory nurse who is an RN, in consultation with the physician or psychiatrist.
- I. Equipment for imposing therapeutic restraint measures shall be designed and applied so as not to cause physical injury to the resident and so as to cause the least possible discomfort. Specific equipment used for such restraint shall conform to the general policy statement developed by the Chief of Program Services. Therapeutic restraint shall be administered in a humane manner. Specifically, unless there is an immediate danger that the resident will injure himself or herself, therapeutic restraint shall be loosely applied to permit some freedom of movement.

ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF ADULT DIVISION
ADMINISTRATIVE REGULATION: "GOOD
CONDUCT CREDITS"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-6-3 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Adult Division Administrative Regulation: "Good Conduct Credits" (#843). This regulation is currently in effect as an emergency adoption.

The regulation would provide a means of early release for those persons sentenced under the Illinois Revised Statutes, Chapter 38, Paragraph 1003-6-3, as effective February 1, 1978. This would be accomplished through a day-for-a-day good time. Procedures are outlined which would provide for the revocation of good conduct credits and the restoration of these credits.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

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STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ADULT DIVISION

SECTION NUMBER

843

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1 of 2

EFFECTIVE DATE 2/1/78

SUPERSEDES

DATED:

A. R.

SUBJECT:

Good Conduct Credits


I. POLICY OF DEPARTMENT: To provide for a means of early release due to the good conduct of persons committed to the department who are serving determinate sentences pursuant to Illinois Revised Statutes, Chapter 38, Section 1003-6-3, as revised effective February 1, 1978.

II. EXPLANATION:**A. Good Conduct Credits**

1. Residents shall receive one day of good conduct credit for each day of service in a correctional facility for all classes of felonies other than where a sentence of natural life has been imposed. Each day of good conduct credit shall reduce by one day the resident's period of incarceration set by the Court.
2. Good conduct credits shall accumulate on a monthly basis.
3. The Director of the Department of Corrections may, in addition, award up to 90 days of additional good conduct credits for instances of meritorious service. Such awards shall be in accordance with the provisions of Administrative Regulation 864.

B. Revocation of Good Conduct Credits

1. Any individual who is found guilty of misconduct, of violating departmental rules or regulations, or violating any Federal or State law may face revocation, suspension, or a reduction in the rate of accumulation of good conduct credits upon recommendation of the Chief Administrative Officer—in accordance with the due process provisions of Administrative Regulation 804. In an institutional setting, a recommendation for revocation may be made subsequent to an Adjustment Committee hearing and forwarded to the Chief Administrative Officer who, if he/she concurs with the recommendation, is to forward same to the Director of Corrections. In a community-based setting, a recommendation for revocation may be made by the Adjustment Committee or by a Revocation Panel and forwarded to the Superintendent of Community Correctional Centers who, if he concurs, is to forward same to the Director of Corrections.
2. A maximum of 30 days of good conduct credit may be deprived a resident at the discretion of the Director of Corrections during any 12-month period. If the amount of credit at issue exceeds 30 days or when, during any 12-month period, the cumulative amount of credit revoked exceeds 30 days, the department shall bring charges against the resident—whom it seeks to deprive of the good conduct credit—before the Prisoner Review Board. The board shall not increase any penalty beyond that recommended by the department. Prior to submission of such a request to the Prisoner Review Board, the Administrative Review Board shall conduct a hearing in accordance with the provisions of Administrative Regulation 845 to determine the appropriateness of the good conduct revocation, suspension or reduction and make appropriate recommendations to the Director.

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS ADULT DIVISION</p>	<p>SECTION NUMBER</p> <p style="text-align: center;">843</p>	<p>PAGE NUMBER</p> <p style="text-align: center;">2 of 2</p>
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	<p>SUPERSEDES</p> <p>A. R.</p>	<p>DATED:</p>
<p>SUBJECT:</p> <p style="text-align: center;">Good Conduct Credits</p>		

3. Should a resident commit a serious rule violation when within 30 days of his/her release from a facility, the Chief Administrative Officer may, after compliance with all due process provisions of Administrative Regulation 804, notify the Director of a recommendation for revocation of good conduct credits on an emergency basis. The Director may then either approve the revocation or refer same directly to the Chairman of the Prisoner Review Board—whichever is applicable—with no review by the Administrative Review Board.

C. Restoration of Good Conduct Credits

1. Good conduct credits may be restored, upon the recommendation of the Adjustment Committee and the Chief Administrative Officer, in those cases where the change in a resident's behavior and his/her accomplishments are considered exceptionally meritorious. The resident may petition not more frequently than every six months through the Adjustment Committee for restoration of Good Time, stating the rationale for restoration. The Adjustment Committee shall make appropriate recommendations to the Chief Administrative Officer for restoration which, if approved, will be sent to the Director of Corrections.
 2. A maximum of 30 days of good conduct credit may be restored to a resident at the discretion of the Director of Corrections during any 12-month period. If the amount of credit recommended for restoration exceeds 30 days, such request for restoration shall be submitted by the Director to the Prisoner Review Board for consideration of restoration. The Board may not restore more good conduct credit to a resident than is recommended by the Director. The Prisoner Review Board will notify the Director of its decision who will in turn, notify the Chief Administrative Officer. A notation of either the decision of the Director or the Prisoner Review Board shall be provided to the resident.
- D. Statutory Good Time provisions and procedures now applicable to indeterminate sentences will continue to apply until a resident exercises his/her option to accept a release date under the provisions of Public Act 80-1099. In the event the release date is accepted, day-for-a-day good time will begin on the date of the board's order containing the release date. In the event of continued parole eligibility, good time provisions will remain unchanged and the resident's time computation will be governed by Administrative Regulations 813, 814 and 866.**


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED AMENDMENT OF ADULT DIVISION
ADMINISTRATIVE REGULATION: "GRIEVANCE
PROCEDURES FOR RESIDENTS"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-8-8 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the amendment of Adult Division Administrative Regulation: "Grievance Procedures for Residents" (#845), as effective June 29, 1977.

The amendment changes entail the addition of a section "Q." which stipulates the procedure for reviewing the revocation of good conduct credits by the Administrative Review Board.


Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS ADULT DIVISION</p>	<p>SECTION NUMBER</p> <p style="text-align: center;">845</p>	<p>PAGE NUMBER</p> <p style="text-align: center;">1 of 3</p>
	<p>EFFECTIVE DATE</p>	
	<p>SUPERSEDES</p> <p style="text-align: center;">845</p> <p>A. R.</p>	<p>DATED:</p>
<p>SUBJECT: Grievance Procedures for Residents</p>		

- I. POLICY OF DEPARTMENT: To provide an opportunity for residents to air and seek resolution to complaints, problems and grievances which they have not been able to resolve through other avenues available at the institution or facility. Such a grievance procedure ensures the involvement of local and departmental administrators with individual resident's problems and ensures that all residents are treated in an equitable manner.
- II. EXPLANATION:
 - A. As a matter of policy, the Chief Administrative Officer of each Adult Division institution or facility shall install locked mailboxes in all cellhouses, dormitories and residential units into which residents may place written complaints and grievances designated for the Chief Administrative Officer or the Chairman of the Institutional Inquiry Board. All communications placed in these boxes by residents are to be collected daily and routed directly to the addressees.
 - B. Each Chief Administrative Officer shall appoint three employees to serve on the Institutional Inquiry Board to attempt to resolve problems, complaints and grievances that residents have been unable to resolve through normal channels. One of these employees shall be designated as Chairman of the Inquiry Board. The Chief Administrative Officer shall also appoint several alternate members who may serve in the absence of a regularly-appointed Board member. At least one member of every such Inquiry Board shall be a superior officer of lieutenant rank or above, and at least one member shall be a Program Services staff member.
 - C. No person directly responsible for the condition or action being grieved or who has been a member of the Adjustment Committee which heard a Resident Information Report based on the same set of facts out of which the incident being grieved arose may sit on the Inquiry Board that hears that particular case.
 - D. The Institutional Inquiry Board shall meet at least weekly, providing one or more problems, complaints, or grievances have been filed with the Chairman of the Board.
 - E. A resident must have an opportunity to appear before the Institutional Inquiry Board and the Board shall have the right to summon any other witnesses--residents or staff--it deems appropriate.

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ADULT DIVISION

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A. R. 845

DATED:

SUBJECT:

Grievance Procedures for Residents

- F. The Institutional Inquiry Board shall file a written report regarding its findings and recommendations with the Chief Administrative Officer within 10 working days after the complaint is received by the Chairman of the Inquiry Board.
- G. The Chief Administrative Officer or his designee shall, after evaluating the Inquiry Board's report, advise the resident in writing as to what action, if any, he has taken or intends to take within five calendar days after receiving the Board's report. Copies of the resident's letter to the Board, copies of the Board's report to the Chief Administrative Officer, and copies of the Chief Administrative Officer's response to the resident shall be maintained.
- H. If, after receiving the official response from the Chief Administrative Officer, the resident still feels that the problem, complaint or grievance has not been resolved to his/her satisfaction, he/she may appeal in writing to the Director of Corrections.
- I. The Director of Corrections and/or his designee will review all such complaints, problems or grievances submitted. If, after reviewing all the reports from the Institutional Inquiry Board and the local administration, the Director feels that the case is without merit, he will so advise the resident in writing.
- J. If the Director is of the opinion that the case has merit or that further investigation of the complaint, problem or grievance is in order, he will refer the matter to the Administrative Review Board.
- K. A three-member Administrative Review Board shall be appointed by the Director, and at least one member of the board shall be an individual not employed by the agency.
- L. The Administrative Review Board will meet as frequently as necessary and may schedule hearings at Adult Division institutions. When such hearings are scheduled, the board shall have the authority to call witnesses before it--residents and staff.
- M. The Administrative Review Board shall file with the Director of Corrections a written report which shall contain the board's findings and recommendations.

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SUBJECT: Grievance Procedures for Residents		

- N. The Director will make a final determination and so advise the resident in writing.
- O. Residents of Adult Division institutions and facilities must be informed of these procedures in writing by the Chief Administrative Officer.
- P. Under no circumstances may any disciplinary action be taken against a resident for using the procedures established herein.
- Q. When recommendations relative to the revocation of good conduct credits are rendered and concurred with by the Chief Administrative Officer, and the amount of time recommended for revocation exceeds 30 days in a 12-month period--effective February 1, 1978--an automatic review of those actions will be undertaken directly by the Administrative Review Board.


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED AMENDMENT OF ADULT DIVISION
ADMINISTRATIVE REGULATION: "MERITORIOUS
GOOD TIME"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-6-3 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the amendment of Adult Division Administrative Regulation: "Meritorious Good Time" (#864), as amended June 17, 1975.

The amendment consists of the addition of a section "G." which stipulates that no more than 90 days of meritorious good time shall be awarded for a specific instance.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS ADULT DIVISION</p>	<p>SECTION NUMBER</p> <p style="text-align: center;">864</p>	<p>PAGE NUMBER</p> <p style="text-align: center;">1 of 1</p>
	<p>EFFECTIVE DATE</p>	
	<p>SUPERSEDES</p> <p>A. R. 864</p>	<p>DATED:</p>
<p>SUBJECT: Meritorious Good Time</p>		

I. POLICY OF DEPARTMENT: To provide a fair and equitable system for awarding meritorious good time.

II. EXPLANATION:

- A. Section 1003-6-3 of the Code of Corrections allows for the diminution of sentences on the basis of meritorious service performed by persons committed to the Department of Corrections.
- B. Meritorious service shall be deemed to be extraordinary, exceptional, or heroic service or service of a similar nature. It shall not include normal good conduct, service performed on an ordinary work assignment, or the mere absence of violation reports.
- C. Examples of meritorious service would include: 1) saving the life of an employee or other resident; 2) performing heroic service during a flood, tornado or act of God; 3) volunteering for an exceptionally hazardous or dangerous assignment; or 4) assisting in maintaining control where a general disturbance is occurring.
- D. Petitions for granting meritorious good time may be submitted by any resident or by any person or persons in the employ of the Department of Corrections, in behalf of any resident.
- E. Any such petition shall first be submitted to the Institution Adjustment Committee for its review. The Adjustment Committee shall forward its recommendation in writing to the Chief Administrative Officer within 14 days after receipt of the petition.
- F. The Chief Administrative Officer shall review the total file and the recommendation of the Adjustment Committee. If he/she concurs with any favorable recommendation of the Adjustment Committee, he/she will forward the staff's recommendation and his/her concurrence to the Director of the department for final review. No meritorious good time shall be granted without the written approval of the Director.
- G. No more than 90 days of meritorious good time shall be awarded for a specific instance of meritorious service.


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED AMENDMENT OF ADULT DIVISION
ADMINISTRATIVE REGULATION: "COMPENSATORY
GOOD TIME CREDITS"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-12-5 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the amendment of Adult Division Administrative Regulation: "Compensatory Good Time Credits" (#866), as amended January 26, 1976.

The amendment changes reference from "work release" to "community correctional", makes various gender adjustments and adds a section "K." which states that any resident under the provisions of Public Act 80-1099 is ineligible for compensatory good time credits.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

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SUPERSEDES		DATED:
A. R. 866		
SUBJECT: Compensatory Good Time Credits		

I. POLICY OF DEPARTMENT: To award compensatory good time credits to all residents performing work assignments or participating in other education, vocational and therapeutic programs at correctional or ~~work-release~~ community correctional centers in the State.

II. EXPLANATION:

A. Each resident shall normally be awarded seven and one-half (7½) days of compensatory good time for each month he is in custody in a correctional or ~~work-release~~ community correctional center. Residents shall receive compensatory good time on a prorated basis during the month received in the agency and the month released from an institution or facility on parole status, on mandatory release status, or due to expiration of sentence, based upon the date of receipt of release as follows:

INCOMING RESIDENTS


RELEASED RESIDENTS

Day of Month Received	Days Credit	Scheduled Date of Release	Days Credit	New Release Date
2-4	6	1-4	0	1-4
5-9	5	5-9	1	4-8
10-14	4	10-14	2	8-12
15-19	3	15-19	3	12-16
20-24	2	20-24	4	16-20
25-28	1	25-28	5	20-23
29 plus	0	29 plus	6	23

B. Any resident placed in segregation for a period of three days or more during a given month pursuant to a hearing before the Adjustment Committee under Administrative Regulation 804 shall lose his/her compensatory good time for that month. However, no resident shall lose compensatory good time for more than one month pursuant to such a hearing unless the resident is confined in segregation for at least 10 additional days during the second and subsequent months.

C. A resident may also lose compensatory good time for any month during which he is reported by his work/program supervisor for carelessness, negligence or refusal to work, providing such action is approved by the Institutional Adjustment Committee.

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A. R. 866

DATED:

SUBJECT: Compensatory Good Time Credits

No resident shall lose any compensatory good time credits because he was unable to work or participate in an institutional program through no fault of his own.

- D. No resident shall lose compensatory good time credits for any period during which he did not participate in his assignment in order to:
1. Attend sick call, in accordance with the rules set forth by the Chief Administrative Officer of each institution.
 2. Leave the institution on a furlough.
 3. Testify in court or before an administrative tribunal.
 4. Be placed in voluntary segregation.
 5. Participate in any optional departmental program properly available to him/her.
- E. Any resident placed in "temporary segregation" classification pending an investigation of charges shall receive compensatory good time for that month if investigation findings indicate that continued segregation placement is not warranted.
- F. No resident shall lose any compensatory good time credits for any period during which he/she was transferred from one institution to another and was, therefore, unable to complete his/her assignment for an entire month at any one institution.
- G. The institution at which the resident is residing on the last day of the month shall credit him/her with compensatory good time unless:
1. The receiving institution obtains information from the sending institution that the resident was found to have violated one of the rules set forth in this regulation at the sending institution or any other institution at which the resident was incarcerated during the month.
 2. The receiving institution finds that the resident has violated one of the rules set forth in this regulation.

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<p>SUBJECT: Compensatory Good Time Credits</p>		

- H. Every resident assigned to a ~~work--release~~ community correctional center shall be credited with compensatory good time unless an Adjustment Committee finds that the resident has violated one of the rules set forth in this regulation. The withholding of compensatory good time from any work release community correctional center resident must be approved by the ~~Regional--Administrator~~ Superintendent of Community Correctional Centers.
- I. No resident shall lose compensatory good time for any month, except as outlined in this regulation.
- J. If a hearing is held for a resident assigned to a ~~work-release~~ community correctional center, the Adjustment Committee shall consist of the center Supervisor and any two members of the staff at the center. However, no individual who is involved in bringing the charges against the resident may participate on the Committee. The center Supervisor may be replaced by his assistant if he was personally involved in such a case.
- K. Any resident sentenced to the department under the provisions of Public Act 80-1099 or any current resident who elects to accept a definite release date from the Prisoner Review Board under the provisions of the above-referenced Public Act will not be eligible for compensatory good time.

ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF ADULT DIVISION
ADMINISTRATIVE REGULATION: "COMMUNITY CORRECTIONAL
CENTER REVOCATION HEARINGS"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-13-4 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Adult Division Administrative Regulation: "Community Correctional Center Revocation Hearings" (#1201). This regulation is currently in effect as an emergency adoption.

The regulation ensures a fair and expeditious hearing when determining if a resident has violated a condition of his/her Community Correctional Center Contract and may be liable for removal from the program. Provides procedures for said hearings and alternative actions for consideration.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:



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EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

1201

DATED:

8/1/77

SUBJECT:

Community Correctional Center Revocation Hearings

I. **POLICY OF DEPARTMENT:** To ensure a fair and expeditious hearing when determining if a resident has violated a condition of his Community Correctional Center Contract and may be liable for removal from the program.

II. **EXPLANATION:**

- A. Whenever a staff member of a Community Correctional Center obtains information indicating that a resident has violated a specific condition of his/her Community Correctional Center Contract, warranting removal from the program, the staff member shall prepare a Violation Report which shall be submitted to the Center Supervisor itemizing:
 1. The condition or conditions that the resident has allegedly violated.
 2. The alleged facts in support of the violation.
- B. If upon receiving a report, the Supervisor determines that there is adequate justification to believe that the resident violated a condition of his/her contract, the Supervisor shall order a Community Correctional Center Revocation Hearing to be held before a panel consisting of two staff members from field staff and one Community Correctional Center staff member who is not directly involved with the incident.
- C. Upon the Supervisor's finding that there is adequate justification for a belief that the resident is in violation of his/her contract and also concluding that the resident is either an escape risk, a danger to himself/herself or to the public, he/she shall order the resident returned to the nearest Correctional Center until the hearing is completed. The 72-hour time limitation for the hearing is, however, still applicable.
- D. Upon ordering a revocation hearing, the Supervisor shall notify the resident in writing of the following:
 1. The specific condition or conditions the resident allegedly violated and the facts in support of the allegations.
 2. That a hearing will be held on a particular date and time at the Community Correctional Center or at the Correctional Center to determine if the allegations are true.
 3. That if he/she is found to be in violation of his/her Community Correctional Center Contract he/she may be removed from the program and returned to the Correctional Center.
 4. The rights he/she will have with respect to such hearings (see Par. F).

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ADULT DIVISION

SUBJECT:

Community Correctional Center Revocation Hearings

If the resident indicates after inquiry that he/she does not understand the written notice, it shall be read and explained to him/her. Upon delivery of the written notice to the resident, the date and time of delivery will be recorded on the resident's copy of the Violation Report. If a resident is to be transported to a Correctional Center, he/she shall be transported immediately following the notification of the violation by the Center Supervisor.

- E. Unless the resident shall request a continuance to prepare his/her case, the hearing will be set for any time not more than 72-hours after the day following the date on which the violation occurred and/or was discovered. The resident must also be given written notice 24-hours prior to the hearing, unless the time limit is waived in writing by the resident.
- F. The resident shall have the following rights in connection with the revocation hearing:
1. To be presumed innocent until sufficient facts are presented for a reasonable person to conclude that a violation was committed.
 2. To appear and speak on his/her own behalf.
 3. To present relevant documentary evidence.
 4. The panel has the right to call any witnesses or other persons with relevant knowledge of the incident. Direct confrontation and cross-examination of the witnesses by the resident are not required. However, the resident may request the panel to interview witnesses with relevant knowledge and pose certain questions to them; such request shall ordinarily be granted unless found to be excessive or unreasonable. The resident shall be allowed to call witnesses and obtain documentary evidence in his/her defense when permitting him/her to do so will not be unduly hazardous to the facility safety or correctional goals, and will not extend the hearing beyond all reasonable limits. The committee will state its reasons for refusing to call or interview a witness, whether it be for irrelevance, lack of necessity or the hazards presented in the individual cases.
 5. One member of the panel or its permanent secretary will keep a brief written record of all proceedings had before the committee; the written record shall consist of substantial summaries of such occurrences as requests, statements or explanations made by residents and/or witnesses before the committee and the responses and questions of the members of the committee. The resident must be given a written statement of the evidence relied upon by the majority of the committee and the specific action taken, as well as the reasons for said action. If personal or facility safety is involved, this statement may properly exclude certain items of evidence, but the statement should then indicate the fact of the omission. The statement of decision should include, wherever appropriate, a short explanation of why information purporting to exonerate the resident was

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	SUPERSEDES A. R. <p style="text-align: center;">1201</p>	DATED: <p style="text-align: center;">-8/1/77</p>
SUBJECT: <p style="text-align: center;">Community Correctional Center Revocation Hearings</p>		

discounted, if it was discounted. It will not be sufficient for the committee's decision to simply adopt and copy the exact wording of the violation report. The resident's copy of the Committee's statement of decision must be given to him/her either immediately after the hearing or within 10 hours after the decision has been made.

6. To appeal an adverse ruling to the Administrative Review Board.
- G. If, after examining all the facts, two members of the panel decide that the resident did not violate his Community Correctional Center Contract, he/she will be permitted to continue in the program and the decision will be entered on the record.
- H. If, after examining all the facts, two members of the panel decide that the resident violated his/her contract, the decision will be entered in his/her record. The entire panel will next decide whether or not to remove the resident from the program and return him/her to a Correctional Center. In reaching this decision, the panel will consider the seriousness of the violation in proportion to the resident's progress at the Community Correctional Center. The panel will consider the resident's employment record while at the Center. The resident will be permitted to speak on his/her own behalf. The panel will not send the resident back to a Correctional Center unless two members of the panel decide it is in the best interest of the resident's rehabilitation and/or the safety of the public. If the panel decides to send the resident back to a Correctional Center, it will state its reasons in writing, together with the supporting facts, and place these written reasons in the resident's file.
- I. AR 804 is incorporated in this Administrative Regulation by reference, and nothing in this Regulation should be construed to prohibit further disciplinary action in accordance with the provisions of AR 804, provided that the conditions of AR 804 are complied with. The panel designated in Par. II-B of this Regulation shall be deemed to satisfy the requirements of AR 804, and a single hearing shall satisfy the requirements of both Regulations—provided sufficient notice has been given the resident.
- J. Nothing in this regulation should be construed to mean that a non-disciplinary transfer may not be made without a hearing when it is in the best interests of a resident or the Department of Corrections.


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF ADULT DIVISION
ADMINISTRATIVE REGULATION: "INDEPENDENT
RELEASE TIME"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-13-4 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Adult Division Administrative Regulation: "Independent Release Time" (#1202). This regulation is currently in effect as an emergency adoption.

The regulation provides opportunities for residents in Community Correctional Centers to participate in unsupervised activities in the community for the purpose of providing the residents with the opportunity to utilize and/or become reacquainted with services and recreational facilities which aid in their reintegration.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS ADULT DIVISION</p>	SECTION NUMBER <p style="text-align: center;">1202</p>	PAGE NUMBER <p style="text-align: center;">1 of 2</p>
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	SUPERSEDES A. R. 1202	DATED: <u>9/1/76</u>
SUBJECT: <p style="text-align: center;"><u>Independent Release Time</u></p>		

I. **POLICY OF DEPARTMENT:** To provide opportunities for residents in Community Correctional Centers to participate in unsupervised activities in the community for the purpose of providing the residents with the opportunity to utilize and/or become reacquainted with services and recreational facilities which will aid in their reintegration.

II. **EXPLANATION:**

A. A correctional counselor, with the approval of a Community Center Supervisor, may grant approval for a resident to use Independent Release Time in accordance with the level system (AR 1204).

Independent Release Time may be granted for the following purposes:

1. To shop in local stores for the purpose of attending to personal and/or family needs.
2. To participate in community recreational activities, e.g., bowling, movies, library facilities.
3. To attend local community activities, e.g., community picnics, fairs, holiday celebrations.
4. To attend local church services and activities.
5. To obtain local medical, dental, counseling, psychiatric, or psychological services.
6. To visit the homes of friends and/or co-workers who have been screened and approved by the resident's Correctional Counselor.

B. Residents may not be approved for Independent Release Time to visit establishments or activities whose primary purpose is to serve or sell alcoholic beverages. Where there is documented evidence of prior alcohol abuse, a condition of a resident's individualized Community Center agreement will be total abstinence from alcoholic beverages while on IRT. The Correctional Counselor, with the concurrence of the Center Supervisor, shall include this condition in the individual Community Correctional Center agreement at the time the resident enters the Center or at any time during an individual residency at the Center.

III. **PROCEDURES:**

- A. The amount and number of Independent Release Times available to a resident will be decided by the level attained by the resident.
- B. Independent Release Time will be provided in no more than six hour blocks for a resident in any given day.

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SUPERSEDES

A. R.

1202

DATED:

9/1/76

SUBJECT:

Independent Release Time

- C. Independent Release time will be provided for a resident for no more than 12 hours in a given week—except at levels I and II. See Administrative Regulation 1204.
- D. Independent release time will be provided for a resident no more than four times in a given week and the cumulative total shall not exceed 12 hours—except at levels I and II. See Administrative Regulation 1204.
- E. All Independent Release Time must be approved by the resident's assigned Correctional Counselor and the Center Supervisor as to the time, place and activity.
- F. A sign-out and sign-in sheet will be maintained by each Community Correctional Center for the purpose of recording the time and destination of residents' departure on Independent Release Time. Upon returning from Independent Release Time, residents will record their time of arrival back at the Center and said entry shall be verified by staff.
- G. Independent Release Time activities are to be discussed between the resident and his/her Counselor following each Independent Release Time. The Counselor is to record on the cumulative counseling summary his/her impression of the resident's use of Independent Release Time and his/her recommendations as to future participation.

ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF ADULT DIVISION
ADMINISTRATIVE REGULATION: "COMMUNITY
CORRECTIONAL CENTER LEAVES"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-13-4 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Adult Division Administrative Regulation: "Community Correctional Center Leaves" (#1203). This regulation is currently in effect as an emergency adoption.

The regulation outlines the policy and procedures for a system of release for Community Correctional Center residents, allowing them to attend to important needs that will assist in their gradual reintegration into the community and for the establishment of family ties. The contents of this regulation include:

- 1) Types of Leaves
- 2) Eligibility
- 3) Application and Approval Procedures

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

ADMINISTRATIVE REGULATIONS

SECTION NUMBER

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EFFECTIVE DATE

2/1/78

SUPERSEDES

DATED:

A. R.

1203

9/1/76

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
ADULT DIVISION

SUBJECT:

Community Correctional Center Leaves

J. **POLICY OF DEPARTMENT:** The Illinois Department of Corrections has the responsibility to develop and maintain a system of release in accordance with Chapter 38, Paragraph 1003-13-3-8 (1-5) in order to allow Community Correctional Center residents to attend to important needs and to assist in their gradual reintegration into the community and for the establishment of family ties.

II. EXPLANATION:

A. A Community Correctional Center resident may be granted a Community Correctional Center leave consisting of authorized travel to and from an authorized location for a specific period of time. The granting of Community Correctional Center leaves may be for one of the following reasons:

1. To visit a relative, spouse, child (including step or adopted), parent (including step or foster), grandparent (including step-grandparent), brother, sister, or primary parental figure who is critically ill or to attend a funeral of one of these persons.
2. To obtain medical, psychiatric or psychological services.
3. To appear before educational panels, study groups, educational units and other groups whose purpose is to obtain and understand the results, causes and prevention of crime and criminality, including appearances on television and radio programs.
4. To visit family members at home for a period up to three days in order to re-establish family ties.

B. Critical illness


1. Verification of the death or illness must be obtained from a reliable source such as a Parole Counselor, hospital administrator, county coroner or physician by the resident's Community Correctional Center Counselor, or by the Supervisor of the Community Correctional Center.

C. Medical leave

1. Leaves shall be granted to Community Correctional Center residents in need of either in- or out-patient medical care for either diagnostic or treatment purposes on authorization by the Center's Supervisor.
2. Verification of diagnosis and treatment will be done by either the Center's Supervisor or Community Correctional Center Counselor as he/she deems necessary.

D. Home and family leaves.

1. Definition: Family members include spouse, children (including step and adopted), parents (including step), brothers, sisters, and parental surrogates.

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	SUPERSEDES A. R. 1203	DATED 9/1/76
<p>SUBJECT:</p> <p>Community Correctional Center Leaves</p>		

2. Eligibility: A resident may apply for a home and family leave after having completed 30 days in Level I (see AR 1204) and having been promoted to a higher level.
3. Out-of-state travel: A Community Correctional Center leave to an area outside of the State of Illinois may be granted on the approval of the Superintendent of the Division of Community Correctional Centers only.
4. Financial expenses: All expenses of a Community Correctional Center leave, including travel to and from the center, are the sole responsibility of the resident.
5. Employment considerations: A resident's employment and/or school class schedule is not to be disrupted due to the granting of a Community Correctional Center home and family leave.
6. Procedures:
 - a. A Community Correctional Center resident will submit an application for a home and family leave to his/her Correctional Counselor at least 15 days prior to the requested leave date.
 - b. The resident's Correctional Counselor will review the resident's eligibility for a Community Correctional Center leave and will discuss with the resident the intended purpose of the leave.
 - c. The Counselor will recommend that the leave be either approved or denied and forward the request to the Center Supervisor for a final decision.
 - d. The Center Supervisor will review the requested leave, will consider the recommendation of the Correctional Counselor, and will deny the leave or approve it, contingent on the verification of the requested leave site by a Parole Counselor.
 - e. Requests approved by the center Supervisor will be forwarded to the District Parole Supervisor in the district where the home and family leave has been requested (when a home and family leave has been successfully completed and the resident requests a leave to the same site and person it is not necessary to again obtain verification).
 - f. The Parole Supervisor, upon receipt of a leave verification request form, will verify the validity of the address of the requested leave and will conduct an interview with family members to determine if it is acceptable for the resident to be approved for leave to the requested site and person.
 - g. The Parole Supervisor will notify the Center Supervisor of the outcome of the verification assignment no later than five working days after receipt of the request.

ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF ADULT DIVISION
ADMINISTRATIVE REGULATION: "LEVEL SYSTEM"


Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-13-4 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Adult Division Administrative Regulation: "Level System" (#1204). This regulation is currently in effect as an emergency adoption.

The regulation outlines the four-stage level system whereby a Community Correctional Center resident can make systematic progress toward community reintegration through increasing the ability to accept responsibility. The contents of this regulation include:

- 1) Elements of Levels I, II, III, IV
- 2) Criteria for Promotion
- 3) Privileges of Each Level

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS ADULT DIVISION</p>	SECTION NUMBER <p style="text-align: center;">1204</p>	PAGE NUMBER <p style="text-align: center;">1 of 3</p>
	EFFECTIVE DATE <p style="text-align: center;">2/1/78</p>	
	SUPERSEDES A. R. 1204	DATED: 9/1/76
SUBJECT: <p style="text-align: center;">Level System</p>		

- I. **POLICY OF DEPARTMENT:** To develop programs whereby residents can make systematic progress toward community reintegration as determined by their ability to accept responsibility in accordance with the Illinois Revised Statutes.

II. **EXPLANATION:**

- A. Community Correctional Centers will have a four-stage level system which will allow a resident to proceed at a rate relative to his/her overall performance and behavior in developing increased responsibilities in the community at large.
1. **Level I:** Residents will be placed in Level I on the day they enter a Center and will remain in Level I for 30 days.
 - a. Level I is an orientation level.
 - b. All residents will be promoted to Level II after the 30-day orientation period if their Center adjustment warrants such action.
 2. **Level II:**
 - a. A resident will remain in Level II for at least an additional 60 days.
 - b. A resident may remain in Level II for an indefinite period of time, dependent on the evaluation of staff as guided by criteria for promotion.
 - c. A resident who has moved beyond Level II may be returned to Level II as a result of disciplinary action recommended by the Center's Disciplinary Committee.
 3. **Level III:**
 - a. After having been in a Community Correctional Center for 90 days, a resident may be placed in Level III. To be promoted to this level, a resident must have: 1) demonstrated stable employment for at least 30 days; 2) made progress, as documented by his/her Correctional Counselor, on the goals contained in his/her individual Community Center agreement; and 3) no documented disciplinary infractions for 30 days.
 4. **Level IV:**
 - a. Only those residents with consistently excellent adjustments will subsequently be advanced to Level IV. To be promoted to this level, a resident must have: 1) stable employment for at least 30 days with superior work ratings by his/her employer; 2) completed at least one-third of the goals established in the individual Community Center agreement; 3) no documented disciplinary infraction for 45 days; and 4) no outstanding debts to the Center.

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1204

DATED:

9/1/76

SUBJECT:

Level System

5. **Criteria for Promotion:** Center professional staff will be responsible for evaluating the total demeanor of each resident and hold staffings on all promotions and demotions. The results of all staffings will be documented in the resident's file. No resident may change level without a properly constituted and documented staffing.
 - a. A resident's adjustment to the Center, including relationships with staff, relationships with other residents, and responsibility toward Center assignments will be considered.
 - b. A resident's performance while employed and/or motivation to secure employment will be considered.
 - c. A resident's progress and/or attempted progress toward reaching personal goals individualized in the individual Community Center contract will be evaluated.
 - d. The resident's assumption of responsibility toward himself/herself and the community will be considered.
 - e. Notes will be maintained of all staffings regarding promotions/demotions of residents.
 - f. Each resident will be provided with a copy of staffing notes concerning his/her demotion or promotion.
 - g. It will be the responsibility of the resident's Correctional Counselor to assure that the resident is provided with the opportunity to discuss with the Counselor and/or other professional staff the results of the staffing. The Counselor is to offer encouragement to residents who have successfully been promoted and provide assistance to residents who are in need of improvement in given performance areas.
6. **Privileges:**
 - a. **Level I**
 - (1) During the first week of a resident's stay in a Community Correctional Center, all out-of-center travel and activities must be in the company of a staff person.
 - (2) During the remainder of the month, the resident will be eligible for no more than a total of 12 hours of independent release time, which will not exceed six hours at any one time—in accordance with the provisions of Administrative Regulation 1202. No other out-of-center privileges will be granted at Level I.

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SUBJECT:

Level System

b. Level II

- (1) A resident is eligible for a maximum of two Community Center leaves during each 30-day period—effective on the date of promotion.
- (2) A resident is eligible for a total of no more than six hours of independent release time per week.

c. Level III

- (1) A resident is eligible for a maximum of three Community Center home and family leaves each 30-day period—effective on the date of promotion.
- (2) A resident is eligible for a total of no more than 12 hours of independent release time per week in accordance with AR 1202.

d. Level IV

- (1) A resident is eligible for a maximum of four Community Center home and family leaves each 30-day period—effective on the date of promotion.
- (2) A resident is eligible for a total of no more than 12 hours of independent release time per week in accordance with AR 1202.


ILLINOIS REGISTERILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "REPORTING
UNUSUAL INCIDENTS"

Please Take Notice that the Illinois Department of Corrections Juvenile Division Administrative Regulation: "Reporting Unusual Incidents" (#006) now in effect, as adopted October 26, 1977, is rescinded and replaced by Juvenile Division Administrative Regulation: "Reporting Unusual Incidents" (#006), effective upon final adoption of this proposed regulation. This regulation is authorized pursuant to the rule making powers in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes.

This regulation provides that all significant events or situations occurring within Juvenile Division institutions and programs are completely documented. It provides for a procedure and format for reporting such incidents.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	SECTION NUMBER <p style="text-align: center;">_006</p>	PAGE NUMBER <p style="text-align: center;">L of 3</p>
	EFFECTIVE DATE 12/15/77	
	SUPERSEDES A. R. 006	DATED: 2/28/77
SUBJECT: <p style="text-align: center;">Reporting Unusual Incidents</p>		

- I. **POLICY OF DEPARTMENT:** To ensure that all significant events or situations occurring within Juvenile Division institutions and programs are completely documented. These reports are to be forwarded in a timely manner in accordance with the following procedures:

II. **EXPLANATION:**

- A. Every employee—whether he is a participant or simply observes a situation—has the responsibility of fully documenting any unusual incident. Examples of such incidents are: any disturbance; an assault on another youth; an assault on an employee; use of force by an employee on a youth; youth or employee suicide attempts; escapes, runaways, or unauthorized absences; youth or employee deaths; major property loss or damage; violent acts committed by parolees; any youth or employee actions which could lead to criminal charges; and situations where existing policy is violated. Reports must also be prepared and submitted when an employee becomes knowledgeable of any action unbecoming to a departmental employee and sensitive issues that might have external ramifications or media interest.
- B. The employee shall immediately complete the attached incident report form. This report shall be promptly forwarded to the Superintendent or Regional Administrator, with copies to the Administrator of Juvenile Institutions or Juvenile Field Services, the Chief of Operations, and the Director.
- C. Serious incidents, major or minor disturbances, escapes or runaways, and deaths shall be reported immediately to the Director via the chain of command by telephone, followed by a written report relative to the situation within 48 hours. This report shall not be considered a final account but shall include pertinent facts, a summary of the incident, and an outline of what steps have been and will be taken to resolve the issues resulting from the incident.
- D. An investigation shall be conducted at the local level. All incident reports, statements and disciplinary and medical reports shall be compiled within 10 days of the date of the discovery of the incident. The Chief Administrative Officer shall prepare a memorandum in which he summarizes available information and makes his/her recommendation for the continuance locally of the investigation or referral to the Internal Affairs Unit. This memorandum shall be forwarded, with copies of the attached reports, within 15 days of the date of the discovery of the incident to the Chief of Operations—unless requested sooner—with copies to the Administrator of Juvenile Institution Services or Field Services and the Director.
- E. When incidents of a criminal nature occur, the State's Attorney's Office of the county in which the institution or program is located shall be advised immediately by the Superintendent or Regional Administrator. In addition, a State's Attorney's opinion shall be requested as to whether or not the evidence warrants the filing of a criminal complaint against the individual(s) alleged to have been involved. The Director shall be notified of the opinion rendered.

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SUPERSEDES

DATED: 2/28/77

A. R. 006




STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JUVENILE DIVISION

SUBJECT:

Reporting Unusual Incidents

- F. Whenever a youth death occurs and the county coroner impanels a jury to hold a hearing on the cause of death or an autopsy is ordered, a copy of the coroner's report and/or the autopsy report shall be forwarded to the Director, the Chief of Operations, the Medical Services Administrator, the Chief Legal Counsel and the Administrator of Juvenile Institution or Field Services.

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<p>SUBJECT:</p> <p>Reporting Unusual Incidents</p>		

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
INCIDENT REPORT

REPORTING EMPLOYEE: _____

TITLE, RANK, BADGE NUMBER: _____

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

LOCATION OF INCIDENT: _____

RESIDENT(S) PRESENT: _____
(NAMES AND NUMBERS)

EMPLOYEE(S) PRESENT: _____
(NAMES, TITLES, RANK, AND BADGE NUMBERS)

OTHERS PRESENT: _____
(NAMES AND ADDRESSES)

STATEMENT OF FACTS: _____

SIGNATURE OF REPORTING EMPLOYEE/DATE

SIGNATURE OF REVIEWING EMPLOYEE/DATE

SIGNATURE OF REVIEWING EMPLOYEE/DATE

SIGNATURE OF CHIEF ADMINISTRATIVE OFFICER

COPIES: (1) SUPERVISOR: (2) CHIEF ADMINISTRATIVE OFFICER: (3) CHIEF OF OPERATIONS


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "DISCIPLINE"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Juvenile Division Administrative Regulation: "Discipline" (#509). This regulation is currently in effect as an emergency adoption.

The regulation adopts disciplinary measures which are in keeping with the intent of law concerning juvenile felons. It provides a schedule for meting out discipline for various rule infractions and outlines the procedure for review of any disciplinary action.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	SECTION NUMBER <p style="text-align: center;">509</p>	PAGE NUMBER <p style="text-align: center;">1 of 15</p>
	EFFECTIVE DATE 2/1/78	
	SUPERSEDES A. R. 509	DATED: 6/13/75
SUBJECT: Discipline		

- I. POLICY OF DEPARTMENT: To ensure the development and use of disciplinary practices consistent with the goals and objectives of the Juvenile Division. Corporal punishment and disciplinary restrictions on diet, medical or sanitary facilities, clothing, bedding or mail are prohibited, as are reductions in the frequency of use of toilets, washbowls and showers.

II. EXPLANATION:

- A. The Chief Administrative Officer of each facility/program is responsible for establishing written rules and regulations related to discipline consistent with departmental goals and objectives.


1. All written rules regarding discipline must be submitted to and approved by the appropriate Administrator of Institution/Field Services and the Director of the department.
2. The rules of behavior and regulations governing disciplinary practices shall be made known to all youths committed to the Juvenile Division.

- B. A concern for and involvement in discipline is the responsibility of every employee, regardless of assignment or job classification.

- C. Youths committed to the Juvenile Division may be subject to disciplinary action if involved in any of the following behaviors. If disciplinary action involves the revocation of statutory good time or good conduct credits and/or the placement of the youths in confinement it shall not exceed the following maximums:

	Maximum Time in <u>Confinement</u>	Maximum Amount of Good Time <u>Revocation</u>
1. A violation of state or federal statutes.	5 days	12 months

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	<u>Maximum Time in Confinement</u>	<u>Maximum Amount of Good Time Revocation</u>
2. Any assaultive and/or intimidating behavior directed toward another youth, State employee or other individual.	5 days	12 months
3. Swearing, cursing, or use of any other vulgar, abusive, insolent, threatening, or improper language toward any other student or employee or indecency in language, action, or gesture at any time.	2 days	1 month
4. Inciting to riot and/or any general disturbance in any part of the facility/program or on any work assignment.	5 days	12 months
5. Making or having possession of any kind of dangerous weapon.	5 days	12 months
6. Refusal to comply with written rules and/or necessary orders/instruction from staff or other authorized individuals.	3 days	1 month
7. Leaving an appointed place without permission within the facility/program.	2 days	1 month
8. An unauthorized absence from a placement, including attempted runaway or escape.	5 days	12 months

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STATE OF ILLINOIS
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SUBJECT:

Discipline

	<u>Maximum Time in Confinement</u>	<u>Maximum Amount of Good Time Revocation</u>
9. Giving false information to an employee or other authorized individual.	3 days	1 month
10. Forging a request of any type, i.e., check request, commissary orders, pass, etc.	5 days	1 month
11. Damaging or disfiguring State property or other property.	5 days	1 month
12. Stealing and/or unauthorized possession of State property or property of employees or other youths. This shall include possession of unauthorized food or medication.	5 days	2 months
13. Using intoxicants, being under the influence of any kind of drug or medication not prescribed by authorized personnel, or having possession of narcotics, barbiturates and/or amphetamines. This shall include possessing a syringe and/or needle.	5 days	3 months
14. Engaging in or pressuring others to engage in any sexual activity.	5 days	12 months


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- | | <u>Maximum
Time in
Confinement</u> | <u>Maximum
Amount of
Good Time
Revocation</u> |
|---|--|---|
| 15. Unauthorized gambling of any type. | 2 days | 1 month |
| 16. Having, passing or receiving, and/or using contraband as defined by administrative policy and/or local regulations. | 5 days | 2 months |
| 17. Refusing to keep person or housing assignment clean and tidy. | 2 days | 1 month |
- D. All disciplinary action imposed upon a youth shall be suited to the infraction and fairly applied. Involvement in rule infractions and/or in any of the above-listed behaviors may result in any one or any combination of the following:
1. Dismissal of the charge - no action.
 2. Counseling by staff.
 3. Loss of program privileges as defined by local disciplinary procedures.
 4. Change in housing, work or program assignment.
 5. Imposition of disciplinary confinement.
 6. Transfer to another facility or program.
 7. Delay in referral to the Prisoner Review Board.
 8. Loss of good time (juvenile felons only) pursuant to Administrative Regulation regarding statutory good time or good conduct credits as appropriate.

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Discipline

9. Loss or delay of authorized absence privileges.
- E. Disciplinary restrictions on visitation, work, education or program assignments, and the use of the facility's/program's library shall be related as closely as practicable to abuse of such privileges or facilities and must have prior review and approval by the Chief Administrative Officer.
- F. When the behavior and/or rule infraction is minor, every effort should be made to take corrective action which is adapted to individual circumstances, administered immediately and consistently, and is understood by the youth through appropriate counseling efforts.
- G. Any major rule infraction or behavior which may result in disciplinary action which suspends privileges, involves the imposition of disciplinary confinement, results in a delay in referral to the Prisoner Review Board, or causes a change in work, education or other program assignment of more than seven days' duration must be documented in the form of a Youth Disciplinary Report by the employee who either observes the youth's behavior, discovers evidence of a rule infraction, or receives information from a reliable non-employee witness of such behavior.
- H. The Youth Disciplinary Report form must be fully completed and contain the following information:
1. The name of the youth.
 2. The place, time and date of the behavior and/or rule infraction.
 3. A written statement describing the rule infraction and behavior observed. Each and every event must be thoroughly described as well as the seriousness of the behavior.
 4. The names of any witnesses--including any and all youths, employees and/or visitors.


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SUBJECT: Discipline

5. The employee preparing the report must sign it.
- I. Once a Youth Disciplinary Report has been prepared it shall be forwarded to the Supervisor in charge of the shift prior to the end of the shift during which the incident occurred or was discovered. Each Youth Disciplinary Report shall be reviewed within 24 hours to determine:
 1. If the Youth Disciplinary Report has been completed properly. If not, the reporting employee should be counseled.
 2. Whether or not the reported facts justify a disciplinary hearing by the Adjustment Committee.
 3. Whether or not it is necessary to place the youth in temporary confinement status pending a disciplinary hearing. Such a decision shall be based on the degree of aggressiveness exhibited by the youth, the degree of threat posed to the safety and security of the facility/program, and/or the youth's need for safekeeping to protect him/her from injury. Placement in confinement must be approved by the Chief Administrative Officer or his designee.
- J. Behavior or major rule infractions resulting in disciplinary actions which may involve the imposition of disciplinary confinement, delay in referral to the Prisoner Review Board, or revocation of good time credits must be submitted to the Adjustment Committee. Discipline cases which may involve a change in work, education or other program assignment of more than seven days' duration must also be submitted to the Adjustment Committee for a hearing.
- K. The Adjustment Committee shall be composed of three members appointed on a rotating basis by the Chief Administrative Officer in accordance with the following:
 1. The members of the Adjustment Committee may be selected from the following individuals: Assistant Superintendent for Program Services, Assistant Superintendent for Operations, Chief of Security, Administrative Assistant to the Chief Administrative Officer, Clinical Services

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Supervisor, Casework Supervisor, Counselor, Educational Administrator, District Supervisor, and Youth Supervisor IV.

2. Any of the above-listed individuals, with the exception of a Youth Supervisor IV or Counselor, may be designated as Chairman of a particular Adjustment Committee.
 3. The Chief Administrative Officer shall ensure that either a Casework Supervisor, a Counselor, a District Supervisor, a Clinical Services Supervisor or the Assistant Superintendent for Program Services sits on each Adjustment Committee.
- L. Adjustment Committee Hearing procedures shall be in accordance with the following:
1. The hearing before the Adjustment Committee must be commenced no more than 72 hours after the commission of the behavior or rule infractions or the discovery of it-- unless the youth is away from the facility/program for any reason and thus unable to participate in the hearing and/or medical staff certifies that he/she is too ill to appear.
 2. The youth must receive written notice of the facts and charges being presented against him/her no less than 24 hours prior to the hearing before the Adjustment Committee. The youth may waive this time period if he/she understands that he/she is entitled to it but chooses not to use it. This waiver shall be in writing.
 3. The notice of charge will be written legibly or typed on a pre-printed form (see attached Adjustment Committee Procedures) provided to staff for this purpose.

Pre-printed portions of this form must convey the following information to the youth being charged: that he/she has a right to appear before the Adjustment Committee and contest the rule violation by presenting a written or oral statement or explanation of his/her actions; that he/she may present to the committee relevant physical exhibits, such as records or documents; that he/she has


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the right to ask that witnesses be interviewed and, if necessary in the committee's judgment, be called to testify by the committee during his/her hearing; that he/she may ask the committee to question witnesses along lines suggested by him/her; that he/she must indicate in advance of the hearing the witnesses he/she wishes to have interviewed or called to testify by filling out the appropriate space on this form, tearing it off, and returning it to the committee; that he/she shall have the assistance of a staff member to help him/her prepare a defense; that he/she may request a reasonable extension of time to prepare for the hearing; and that, if found guilty of a major chargeable offense, he/she may be placed in confinement; and, for juvenile felons, that he/she may be deprived of statutory good time/good conduct credits.

4. Under no circumstances may any person who initiated the allegations which serve as the basis for the Youth Disciplinary Report, or who investigated those allegations, or who witnessed the incident sit on the Adjustment Committee hearing that Youth Disciplinary Report.
5. All Adjustment Committee hearings shall be conducted in an area of the facility that affords privacy for the participants and allows for the confidentiality of any evidence presented.
6. After the Adjustment Committee hearing is convened, a youth may, upon request and if good cause is shown, be granted reasonable additional time to prepare his/her defense.
7. Any youth charged with a violation of rules being heard by the Adjustment Committee may appear before and address the committee. The youth may make any relevant statement or introduce any relevant documentary evidence he/she wishes in his/her defense. The youth may request witnesses in writing prior to the hearing or seek a continuance if he/she failed to make this request in a timely manner before the hearing.
8. The Adjustment Committee shall rule on the admissibility of evidence presented. The committee shall admit all

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evidence which is relevant to the issue of whether or not the youth committed the rule infraction. Evidence which is irrelevant or cumulative may be excluded. If any evidence is excluded, a written reason will be recorded.

9. The Adjustment Committee, within its discretion, may call any witnesses with relevant knowledge of the incident. The committee may interview witnesses and prepare summaries of their testimony prior to the hearing. The youth does not have the right to confront or cross-examine any witness. The youth may submit questions for witnesses to the committee prior to the hearing. Such questions shall be asked by the committee unless found to be cumulative, irrelevant, or threaten the safety of individuals or the security of the institution. Witnesses requested by youths may be excluded if their testimony would be irrelevant, cumulative, jeopardize the safety of an institution, or disrupt the security of the facility/program. If any witness is excluded, a written reason will be recorded.
10. Youths shall not have a right to either retained or appointed counsel to prepare their defense or appear on their behalf before the Adjustment Committee. A youth shall have the assistance of a staff member in the preparation and presentation of his/her defense.
11. The Adjustment Committee shall decide whether or not the youth committed the rule infraction based upon the evidence it admits at the hearing. All evidence submitted, including all oral and written statements, shall be summarized in the written record prepared by the committee. The committee members shall specifically refer to the evidence which convinced them to decide the youth did or did not commit the rule infraction. A short explanation shall be stated of why information purporting to exonerate the youth was discounted--if the youth was found in violation. It will not be sufficient for the committee's decision to simply adopt and copy the exact wording of the Youth Disciplinary Report. In addition, the disposition of the hearing, the disciplinary action taken, the duration of a detention placement, as well as the reasons for the disciplinary action and the length of


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the detention placement shall be specified in the written record. The written record must be signed by all the members of the Adjustment Committee.

12. The youth must be given a copy of the written record within 24 hours after the disposition is made. If personal safety or institutional security is jeopardized by certain references in the written record, they may be deleted from the youth's copy but the fact that omissions have been made should be noted on the copy.
13. The Adjustment Committee shall take any of the following actions, based on the evidence admitted:
 - a. Find that the youth did not commit the rule infraction. In that case, the committee shall order that the Youth Disciplinary Report be dismissed and expunged from the youth's records.
 - b. Find that further investigation is necessary to determine if the youth did or did not commit the rule infraction. The committee may order that the youth be confined in investigatory status for up to five days. Such a placement is to be terminated immediately if it appears that the investigation will not be successful in proving a violation by the youth.
 - c. Find that the youth did commit the rule infraction. The committee may order one or more of the following disciplinary actions:
 - (1) Reprimand the youth.
 - (2) Suspend a privilege or the privileges of the youth for a specific period of time not to exceed 90 days. Disciplinary restrictions on visitations, work, education or program assignments and the use of the library shall be related as closely as practicable to abuse of such privileges or facilities.

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- (3) Recommend changing the youth's program.
 - (4) Recommend changing the youth's housing assignments or transferring him/her to another facility/program.
 - (5) Recommend the revocation of statutory good time or good conduct credits for juvenile felons. The maximum amount of statutory good time or good conduct credits a youth may lose for any given chargeable offense shall not be exceeded.
 - (6) Order the youth placed in confinement. The maximum period of time a youth may spend for any given chargeable offense shall not be exceeded.
14. If the decision of the Adjustment Committee is adverse to the youth, the Adjustment Committee must inform the youth of his/her right to appeal through the grievance procedure--which is established in Juvenile Division Administrative Regulation 613. However, when recommendations relative to revocation of good conduct credits for juvenile felons are rendered and concurred with by the Chief Administrative Officer, and the amount of time recommended for revocation exceeds 30 days in a 12-month period--effective February 1, 1978--an automatic review of those actions will be conducted directly by the Administrative Review Board.
 15. A copy of the Youth Disciplinary Report shall be forwarded to the Chief Administrative Officer or his/her designee for review and approval, along with the Adjustment Committee summary, within 96 hours of the infraction or discovery of same. A copy of the Youth Disciplinary Report and the written record of the Adjustment Committee hearing shall then be filed in the youth's Master Record File.
 16. The Chief Administrative Officer or his/her designee shall automatically review all Adjustment Committee dispositions and written records. When reviewing

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such records, the Chief Administrative Officer may take the following actions:


- a. Confirm the disposition in whole or part.
- b. Order additional or new proceedings.
- c. Suspend or overturn the disposition.

The Chief Administrative Officer shall not increase the sanctions imposed. The youth shall be notified if the Chief Administrative Officer modified the Adjustment Committee action.

17. The Director or his designee shall automatically review all Adjustment Committee dispositions and written records when it has been recommended that the resident lose statutory good time or good conduct credit. When reviewing such records, he may take the following actions:

- a. Confirm the recommendation in whole or part.
- b. Order additional or new proceedings.
- c. Suspend or overturn the recommendation.

The Director shall not increase the sanctions imposed, but may reduce them. The youth shall receive a copy of this review.

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YOUTH DISCIPLINARY REPORT

YOUTH _____

Date and Time of Observation _____

Location and/or Assignment _____

(Employee's Signature/Title/Shift or Department)

Observation _____

(Names-Witnesses, if any)

Note for Employee: Use reverse side and additional pages if necessary to describe observation.

(Reviewed by Supervisor/Date)



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ADJUSTMENT COMMITTEE PROCEDURES

Violation Date and Time _____

(Staple Youth Disciplinary Report Here)

Please be advised that you have the right to appear before the Adjustment Committee and contest this rule violation charge by presenting a written or oral statement or explanation of your actions. You may present to the committee relevant physical exhibits such as records or documents; you have a right to ask that witnesses be interviewed and, if necessary in the committee's judgment, they may be called to testify during your hearing. In addition, you may ask the committee to question the witness along lines you suggest. You must indicate in advance of the hearing the witnesses you wish to have interviewed by filling out the appropriate space on this form, tearing it off, and returning it to the committee. You may have the assistance of a staff counselor to help you prepare a defense. You may request a reasonable extension of time to prepare for your hearing. If you are found guilty of a serious rule violation and are found to be a danger to the institutional community, you may be placed in detention and/or deprived of statutory good time credit.

(Employee Serving Copy on Youth)

(When served - Date and Time)

(DETACH AND RETURN TO ADJUSTMENT COMMITTEE)

I hereby agree to waive the 24-hour provision prior Violation Date and Time
to the committee hearing.

Signature of Youth

(DETACH AND RETURN TO ADJUSTMENT COMMITTEE) Violation Date and Time
I would like the Adjustment Committee to consider calling the following witnesses:

Date

Youth's Signature

Date

Staff's Signature

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ADJUSTMENT COMMITTEE SUMMARY

Youth's Name: _____ No. _____

Date and Time of Violation

WITNESSES CALLED

☐ Yes☐ No

RATIONALE:

RECORD OF PROCEEDINGS: _____

DISPOSITION AND/OR DISCIPLINARY ACTION: _____

BASIS FOR DECISION/EVIDENCE RELIED UPON: _____

DATE: _____

Chairman, Adjustment Committee

TIME: _____

Member, Committee

Approved ☐ Not Approved ☐

Member, Committee

Chief Administrator_____
Date

ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: TRANSFER
OF YOUTHS"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Juvenile Division Administrative Regulation: "Transfer of Youths" (#522).

The regulation outlines the procedures whereby a youth, or a Superintendent or Regional Administrator on behalf of the youth, may request a transfer to another facility or regional program. Also, procedures are established for responding to written requests from youths, families, Superintendents, or other responsible parties for a change of program as specified in the Unified Code of Corrections.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

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DATED:

A. R.

SUBJECT:

Transfer of Youths

- I. POLICY OF DEPARTMENT:** To establish procedures by which a youth, or the Superintendent, or Regional Administrator, on behalf of a youth, may request a transfer to another facility or regional program; and to establish procedures for responding to written requests from youths, families, Superintendents, or responsible others for a change of program as specified in the Unified Code of Corrections.
- II. EXPLANATION:**
- A. An explanation of the right and procedure for any committed youth to request a specific change in program shall be a part of the orientation process in reception units of the Juvenile Division. Parents will be advised by the involved Reception Unit of the provisions of the Unified Code for making written requests for program changes. Such requests should be addressed to the Regional Administrator or Assignment Coordinator of the Juvenile Division, whichever is appropriate.
 - B. After assignment to an institution or program, the youth, his/her parents, the Superintendent or others responsible may request any program changes considered appropriate.
 - C. A youth's request should be considered after consultation with his/her counselor, who is responsible for helping the youth prepare such a request.
 - D. The counselor is responsible for preparing the background information for the request in the form of a Staff Meeting Record (SMR) report, emphasizing his/her recommendation and justification for same with respect to the requested transfer.
 - E. The counselor's immediate supervisor and/or any person or committee so designated by the Superintendent or Regional Administrator shall review the SMR with respect to accuracy, completeness, and the appropriateness of the youth's program.
 - F. As part of the review, the Superintendent/Regional Administrator or his/her designee will be responsible to determine if all prescribed medical, dental, and psychiatric treatment needed has been accomplished prior to the submission of the request. Any uncompleted treatment(s) shall be noted in the SMR, and all scheduled medical treatment shall be completed promptly prior to transfer. If it is not possible to complete all prescribed medical and dental treatments prior to transfer, approval of the Medical Services Administrator and the Coordinator of Program Services or Regional Administrator is required prior to the transfer of the youth.
 - G. A review shall be made by the Superintendent/Regional Administrator or his/her designee to determine the status of any pending charges, outstanding warrants, or legal actions pending against the youth. Information regarding such pending actions should be noted in the SMR.


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Transfer of Youths

- H. If the recommendation for program change is approved by the Superintendent/Regional Administrator or his/her designee, the complete rationale for the proposed transfer shall be forwarded to the Assignment Coordinator or Regional Administrator, together with four copies of the SMR and the completed transfer request form. The Master Record File should also be made available to the Assignment Coordinator/Regional Administrator.
- I. Resident-initiated requests shall always be forwarded to the Assignment Coordinator/Regional Administrator, even if said request is not supported by the institution administration.
- J. The Assignment Coordinator/Regional Administrator may:
 - 1. Approve the transfer request;
 - 2. Approve an alternative placement in consultation with the Superintendent of the (transferring) requesting institution; or
 - 3. Deny the request, accompanying the denial with a written explanation of the reasons.
- K. The Assignment Coordinator/Regional Administrator will provide an explanation to the youth and his/her counselor of any disapprovals. When the explanation is not face-to-face, it will be sent to the youth within five working days. In either case, the youth will receive a written explanation of the reasons for the action. A copy of that explanation will be included in the youth's Master Record File.
- L. A complete record of any transfer, along with the justification for the transfer, shall be included in the youth's Master Record File.
- M. When transfer is effected to the suggested program or to an alternative program, the institution or regional residential center receiving the youth should review the transfer material and master records to determine the accuracy and completeness of the material received. When discrepancies are found, they should be brought to the attention of the Assignment Coordinator/Regional Administrator and/or Youth Advocate within one week.
- N. The youth's Master Record File and medical record should be transferred with him/her to the new program.
- O. The youth's personal property shall always accompany him/her when transferred from one facility to another.
- P. The youth's parents and the committing court shall be notified of the transfer by the sending institution or program.
- Q. If at all possible, youths should be given the opportunity by the receiving institution or program to telephone their parents on the same day they are transferred.

ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "EMERGENCY
TRANSFER OF YOUTHS"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Juvenile Division Administrative Regulation: "Emergency Transfer of Youths" (#523).

The regulation outlines the procedures whereby a Superintendent may request and implement the emergency transfer of a youth based upon immediate security, safety, legal/custodial, medical, or psychiatric needs.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:


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SUPERSEDES

DATED:

A. R.


SUBJECT:

Emergency Transfers of Youths

-I. **POLICY OF DEPARTMENT:** To ensure that the Superintendent may request the emergency transfer of a youth based upon his immediate security, safety, legal/custodial, medical, or psychiatric needs.

II. EXPLANATION:

- A. Institutional Superintendents may initiate an emergency transfer with the verbal or written approval of the Director, the Administrator of Juvenile Institution Services, the Chief of Program Services, the Coordinator of Juvenile Program Services, or the Assignment Coordinator. In the event the Assignment Coordinator cannot be contacted, there is an established procedure to contact his assistant and/or his superiors.
- B. Regional Superintendents may initiate an emergency transfer with the verbal approval of the Regional Administrator, the Administrator of Field Services, or the Director. After this approval is given, the Assignment Coordinator is always to be contacted prior to actual transfer. In the event the Assignment Coordinator cannot be contacted, there is an established procedure to contact his/her assistant, the Coordinator of Juvenile Program Services or the Chief of Program Services.
- C. The transfer may be made immediately following receipt of verbal or written approval from any of the officials stated above.
- D. The transfer of a youth on an emergency basis may be made only for one of the following reasons:
 1. The youth's need for emergency medical or psychiatric attention, which is not locally available.
 2. The youth's immediate need for the security of another institution.
- E. Such transfers may be made to any state, county, municipal or regional correctional or detention facility within the State of Illinois. Any reasonably secure place with the State may be so designated by the Director as an appropriate facility for the purpose of making an emergency transfer thereto.
- F. If appropriate, the Master Record File shall accompany the youth at the time of the transfer when appropriate. **IN NO CASE SHALL A YOUTH BE TRANSFERRED WITHOUT THE MEDICAL RECORD ACCOMPANYING HIM.**

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SUBJECT: Emergency Transfers of Youths		

- G. The Assignment Coordinator or designated personnel shall be notified verbally and/or in writing as soon as possible of any decision made involving an emergency transfer.
- H. If the transfer is to become a permanent assignment, the usual case review and staff meeting record (SMR) is required and must follow within one (1) week (refer to Administrative Regulation 522).


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "ATTORNEY
VISITATION"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Juvenile Division Administrative Regulation: "Attorney Visitation" (#524).

The regulation provides that youths committed to the Juvenile Division may privately confer in person with attorneys of their choice or with attorneys retained by their parents or appointed by courts and to establish procedures by which these conferences may be arranged.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

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	SUPERSEDES A. R.	DATED:
<p>SUBJECT:</p> <p style="text-align: center;">Attorney Visitation</p>		

I. **POLICY OF DEPARTMENT:** To assure that youths committed to the Juvenile Division may privately confer in person with attorneys of their choice or with attorneys retained by their parents or appointed by courts and to establish procedures by which these conferences may be arranged.

II. **EXPLANATION:**

A. Attorneys may routinely visit youths between the hours of 9:00 A.M. and 5:00 P.M. daily, unless other arrangements have been made with the Superintendent of the facility. Except in emergencies, attorneys are requested to notify—at least 24 hours before the visit—an employee of the facility, designated by the Superintendent to arrange visitations, of the date and time at which they wish to confer with the youth. The designated employee will immediately confirm the arrangements.

B. The visiting attorneys may establish that they are attorneys registered with the Attorney Registration Commission of the Supreme Court of Illinois (203 North Wabash Avenue, Chicago, Illinois 60601) by exhibiting their Commission identification card. If no card is available, the facility shall call the Commission (312/346-0690) to determine if the attorneys are registered. Visiting attorneys not listed with the Commission or those practicing out of state shall be approved by the Superintendent only after it has been established that they are licensed to practice law.

C. Any time prior to an attorney-youth conference, the youth shall sign an authorization, substantially in the following form, which shall be filed in the youth's master record file:

I, (name of youth), hereby authorizes (name of attorney),
Attorney-at-law to represent me as my attorney and advocate.

Date: _____

Signature _____

In the event that the youth's written authorization is not submitted by his/her attorney, the designated employee will immediately confer with the youth for the purpose of obtaining written authorizations.

In lieu of the above authorizations, any time prior to the visit, attorneys may present a copy of a court order appointing attorneys to represent the youths.

D. The aforementioned shall apply also to law students, paralegals, or attorneys' agents to the extent that such persons present a written statement from registered attorneys indicating that the person is working under the supervision of an attorney.

E. Before this regulation may be modified, the Legal Services Staff shall be consulted. This regulation was promulgated pursuant to the settlement of litigation by order of the Court. It may not be modified without the approval of the Court.


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "USE OF ALTERNATIVE
PLACEMENTS FOR YOUTHS"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Juvenile Division Administrative Regulation: "Use of Alternative Placements for Youths" (#525).

The regulation establishes procedures and guidelines for the use of alternative placements for youths committed to the Department of Corrections' Juvenile Division when such placements are deemed appropriate. An alternative placement is defined as any placement of a youth in a residence other than that of the youth's family or legal guardian.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

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	SUPERSEDES A. R.	DATED:
SUBJECT: <p style="text-align: center;"><u>Use of Alternative Placements for Youth</u></p>		

I. **POLICY OF DEPARTMENT:** To establish procedures and guidelines for the use of alternative placements for youth committed to the Department of Corrections' Juvenile Division when such placements are deemed appropriate.

II. **EXPLANATION:**

- A. An alternative placement is defined as any placement of a youth in a residence other than that of the youth's family or legal guardian.
- B. The Juvenile Division's regional field services' staff has the responsibility to provide services that are needed to help families maintain or regain a positive involved relationship with their child while he/she is under the supervision of the Department of Corrections, thereby facilitating the youth's return or continuance with his/her family or legal guardian.
 - 1. The Regional field services staff shall be responsible for exploring the feasibility of the youth returning to his/her family or legal guardian. Any change in family attitude or ability to assume responsibility for the youth shall be reported to facility staff.
 - 2. Through close contact via staffings and reports, the regional field staff and facility staff shall work with the youth and family or legal guardian in developing an appropriate placement plan.
 - 3. Family counseling, referral services or other assistance should be given to the family in order to help them maintain their rights, responsibilities and involvement with their child.
- C. When an alternate placement may be indicated, the youth and family or legal guardian will be consulted and involved in all aspects of the exploring and selection of a specific alternate placement resource.
- D. Administrative review and approval by the appropriate Regional Administrator are required before a decision can be finalized as to the need for an alternative placement. The administrative review should be indicated in the placement report.
- E. Alternative placements involving inter-regional transfers will require the concurrence of both sending and receiving Regional Administrators.
- F. Emergencies and special circumstances which warrant an exception to the above policy may be approved by the Administrator of Field Services, the Chief of Program Services, or the Director.

ILLINOIS REGISTERILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "STATUTORY
GOOD TIME"


Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-6-3 as revised effective October 1, 1975, of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Juvenile Division Administrative Regulation: "Statutory Good Time" (#526). This regulation is currently in effect as an emergency adoption.

The regulation provides for the awarding, revocation, or restoration of Statutory Good Time for youths not serving a determinate sentence under the provisions of Public Act 80-1099 and who have been committed as a juvenile felon. The contents of this regulation include:

- 1) Statutory Good Time Computation
- 2) Statutory Good Time Forfeiture
- 3) Statutory Good Time Restoration

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

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A. R.		
<p>SUBJECT:</p> <p style="text-align: center;">Statutory Good Time</p>		

I. **POLICY OF DEPARTMENT:** To provide for the awarding, revocation or restoration of Statutory Good time, pursuant to Illinois Revised Statutes, Chapter 38, Section 1003-6-3, as revised effective October 1, 1975, for individuals *not* serving a determinate sentence under the provisions of Public Act 80-1099 and who have been committed to the Juvenile Division as a juvenile felon.

II. **EXPLANATION:**

A. **Statutory Good Time**

1. Youths appear before the Prisoner Review Board after having served their minimum sentence, less Statutory and Compensatory Good Time. In the event a youth must serve the maximum sentence, he/she will be discharged from institution or facility custody after serving the maximum of the sentence, less Statutory and Compensatory Good Time.
2. Statutory Good Time, with reference to both the minimum and the maximum sentence shall be computed in accordance with the following table for individuals sentenced prior to June 1, 1977:

SENTENCE

TIME TO BE SERVED

1st year	11 months
2nd year	1 year and 9 months
3rd year	2 years and 6 months
4th year	3 years and 2 months
5th year	3 years and 9 months
6th year	4 years and 3 months
7th year	4 years and 9 months
8th year	5 years and 3 months
9th year	5 years and 9 months
10th year	6 years and 3 months
11th year	6 years and 9 months
12th year	7 years and 3 months
13th year	7 years and 9 months
14th year	8 years and 3 months
15th year	8 years and 9 months
16th year	9 years and 3 months
17th year	9 years and 9 months
18th year	10 years and 3 months
19th year	10 years and 9 months
20th year	11 years and 3 months
21st year	11 years and 9 months
22nd year	12 years and 3 months
23rd year	12 years and 9 months
24th year	13 years and 3 months
25th year	13 years and 9 months



ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JUVENILE DIVISION

SECTION NUMBER

526

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EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

DATED:

SUBJECT:

Statutory Good Time

- a. On the maximum sentence, six months of good time is earned for each additional year.
3. Statutory Good Time, with reference to both minimum and maximum sentences, shall be computed in accordance with the following table for all individuals sentenced to the Department of Corrections after June 1, 1977:


SENTENCE

TIME TO BE SERVED

1st year
2nd year
3rd year
4th year
5th year
6th year
7th year
8th year
9th year
10th year
11th year
12th year
13th year
14th year
15th year
16th year
17th year
18th year
19th year
20th year
21st year
22nd year
23rd year
24th year
25th year

9 months
1 year and 6 months
2 years and 3 months
3 years
3 years and 9 months
4 years and 6 months
5 years and 3 months
6 years
6 years and 9 months
7 years and 6 months
8 years and 3 months
9 years
9 years and 9 months
10 years and 6 months
11 years and 3 months
12 years
12 years and 9 months
13 years and 6 months
14 years and 3 months
15 years
15 years and 9 months
16 years and 6 months
17 years and 3 months
18 years
18 years and 9 months

- a. On the maximum sentence, three months of good time is earned for each additional year.
- b. The provisions of Par. II A3 and Par. II A3a shall not affect any person presently incarcerated or presently on parole or mandatory release status and shall not operate to shorten or affect the release period of any person subject to its provisions.

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	SECTION NUMBER 526	PAGE NUMBER 3 of 3
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SUBJECT: Statutory Good Time		

4. For an individual who is sentenced on or after June 1, 1977, on an offense which he/she committed prior to this date, the table in Par. II A2 is to be used if the result would be an earlier initial parole eligibility date, i.e., when the youth's minimum is six years or more.
 - a. If a person receives consecutive sentences, where the second sentence is given on or after June 1, 1977, and is made consecutive to a sentence imposed prior to June 1, 1977, the second sentence merges into the first (Ill. Rev. Stats. Ch. 38, Sec. 1005-8-4(e)). Therefore, the former good time provisions apply.

B. Forfeiture of Statutory Good Time:

Any individual entitled to any diminution of his/her sentence by virtue of the Rules and Regulations of this department, who shall be guilty of misconduct or of violating these Rules or Regulations, or any Federal or State law, or the terms and conditions of his/her parole may have revoked any such diminution of sentence or statutory good time at the discretion of the Director of the Department of Corrections and upon recommendation of the Chief Administrative Officer—in accordance with due process provisions of Administrative Regulation 509—or the Prisoner Review Board—in the event of a violation of condition of parole. A recommendation for revocation may be made subsequent to an Adjustment Committee hearing and forwarded to the Chief Administrative Officer who, in turn, may forward same to the Director of Corrections. In the case of a parolee, a recommendation for revocation may be made subsequent to a Prisoner Review Board hearing and forwarded to the Director of Corrections. Said forfeiture may be made applicable to the minimum of the sentence, to the maximum of the sentence, or to both, and may deprive such individual of any portion or all of the good time that such person may have earned or may earn in the future.

C. Restoration of Statutory Good Time:

Statutory Good Time may be restored by the Director upon the recommendation of the Adjustment Committee and the Chief Administrative Officer in those cases where the change in the youth's behavior and his/her accomplishments are considered exceptionally meritorious. The youth may petition not more frequently than every six months through the Adjustment Committee for restoration of Good Time, stating the rationale for restoration. The Adjustment Committee shall make appropriate recommendations to the Chief Administrative Officer for its restoration which, if approved, will be sent to the Director of Corrections. A copy of the Committee's recommendation and a notation of the Director's decision shall be given to the youth.


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "COMPENSATORY
GOOD TIME CREDITS"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-12-5 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Juvenile Division Administrative Regulation: "Compensatory Good Time Credits" (#527). This regulation is currently in effect as an emergency adoption.

The regulation outlines the awarding of compensatory good time credits to all juvenile felons and misdemeanants who are performing work assignments or participating in other education, vocational and therapeutic programs at correctional facilities or in field services programs in the State and who are not serving a determinate sentence according to the provisions of Public Act 80-1099.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	SECTION NUMBER	PAGE NUMBER
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A. R.		
<p>SUBJECT:</p> <p style="text-align: center;">Compensatory Good Time Credits</p>		

- I. **POLICY OF DEPARTMENT:** To award compensatory good time credits to all juvenile felons or misdemeanants who are performing work assignments or participating in other education, vocational and therapeutic programs at correctional facilities or in field service programs in the State and who are not serving a determinate sentence pursuant to the provisions of Public Act 80-1099.

II. **EXPLANATION:**

- A. Each youth shall normally be awarded seven and one-half (7½) days of compensatory good time for each month he/she is in custody in a correctional facility or field services program. Youths shall receive compensatory good time on a prorated basis during the month received in the agency and the month released from an institution or facility on parole status, on mandatory release status, or due to expiration of sentence, based upon the date of receipt of release as follows:

INCOMING RESIDENTS

RELEASED RESIDENTS

Day of Month Received	Days Credit	Scheduled Date of Release	Days Credit	New Release Date
2-4	6	1-4	0	1-4
5-9	5	5-9	1	4-8
10-14	4	10-14	2	8-12
15-19	3	15-19	3	12-16
20-24	2	20-24	4	16-20
25-28	1	25-28	5	20-23
29 plus	0	29 plus	6	23

- B. Any youth placed in confinement for a period of more than seven days in any given month pursuant to a hearing before the Adjustment Committee in accordance with Administrative Regulation 509 shall lose his/her compensatory good time for that month.
- C. A youth may also lose compensatory good time for any month during which he/she is reported by his/her work/program supervisor for carelessness, negligence or refusal to work, providing such action is approved by the Institutional Adjustment Committee. No youth shall lose any compensatory good time credits because he/she was unable to work or participate in an institutional program through no fault of his/her own.
- D. No youth shall lose compensatory good time credits for any period during which he/she did not participate in his/her assignment in order to:
1. Attend sick call, in accordance with the rules set forth by the Chief Administrative Officer of each facility/program.

ADMINISTRATIVE REGULATIONS



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SUPERSEDES

DATED:

A. R.

SUBJECT:

Compensatory Good Time Credits

2. Leave the facility/program on an authorized absence.
 3. Testify in court or before an administrative tribunal.
 4. Be placed in voluntary confinement.
 5. Participate in any optional departmental program properly available to him/her.
- E. Any youth placed in "temporary confinement" classification pending an investigation of charges shall receive compensatory good time for that month if investigation findings indicate that continued confinement placement is not warranted.
- F. No youth shall lose any compensatory good time credits for any period during which he/she was transferred from one facility/program to another and was, therefore, unable to complete his/her assignment for an entire month at any one facility/program.
- G. The facility/program at which the youth is residing on the last day of the month shall credit him/her with compensatory good time unless:
1. The receiving facility/program obtains information from the sending facility/program that the youth was found to have violated one of the rules set forth in this regulation at the sending facility/program or any other facility/program at which the resident was incarcerated during the month.
 2. The receiving facility/program finds that the youth has violated one of the rules set forth in this regulation.
- H. No youth shall lose compensatory good time for any month, except as outlined in this regulation.
- I. Any youth sentenced to the department under the provisions of Public Act 80-1099 or any current resident who elects to accept a definite release date from the Prisoner Review Board under the provisions of the above-referenced Public Act will not be eligible for compensatory good time.

ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "GOOD
CONDUCT CREDITS"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-6-3 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Juvenile Division Administrative Regulation: "Good Conduct Credits" (#528). This regulation is currently in effect as an emergency adoption.

The regulation provides for a means of early release due to the good conduct of persons committed to the Department who are serving determinate sentences pursuant to Public Act 80-1099, effective February 1, 1978. Contents of this regulation are:

- 1) Award of Good Conduct Credits
- 2) Revocation of Good Conduct Credits
- 3) Restoration of Good Conduct Credits
- 4) Eligibility Date of Good Conduct Credits for Youths Accepting a Release Date under the Provisions of Public Act 80-1099

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

ADMINISTRATIVE REGULATIONS



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DEPARTMENT OF CORRECTIONS
JUVENILE DIVISION

SECTION NUMBER

528

PAGE NUMBER

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EFFECTIVE DATE 2/1/78

SUPERSEDES

DATED:

A. R.

SUBJECT:

Good Conduct Credits


I. POLICY OF DEPARTMENT: To provide for a means of early release due to the good conduct of persons committed to the department who are serving determinate sentences pursuant to Illinois Revised Statutes, Chapter 38, Section 1003-6-3, as revised effective February 1, 1978.

II. EXPLANATION:**A. Good Conduct Credits**

1. Youths shall receive one day of good conduct credit for each day of service in a departmental facility for all classes of felonies other than where a sentence of natural life has been imposed. Each day of good conduct credit shall reduce by one day the youth's period of incarceration set by the Court.
2. Good conduct credits shall accumulate on a monthly basis.
3. The Director of the Department of Corrections may, in addition, award up to 90 days of additional good conduct credits for instances of meritorious service. Such awards shall be in accordance with the provisions of Administrative Regulation 530.

B. Revocation of Good Conduct Credits

1. Any individual who is found guilty of misconduct, of violating departmental rules or regulations, or violating any Federal or State law may face revocation, suspension, or a reduction in the rate of accumulation of good conduct credits upon recommendation of the Chief Administrative Officer—in accordance with the due process provisions of Administrative Regulation 509. A recommendation for revocation may be made subsequent to an Adjustment Committee hearing and forwarded to the Chief Administrative Officer who, if he/she concurs with the recommendation, is to forward same to the Director of Corrections.
2. A maximum of 30 days of good conduct credit may be deprived a youth at the discretion of the Director of Corrections during any 12-month period. If the amount of credit at issue exceeds 30 days or when, during any 12-month period, the cumulative amount of credit revoked exceeds 30 days, the department shall bring charges against the youth—whom it seeks to deprive of the good conduct credit—before the Prisoner Review Board. The board shall not increase any penalty beyond that recommended by the department. Prior to submission of such a request to the Prisoner Review Board, the Administrative Review Board shall conduct a hearing in accordance with the provisions of Administrative Regulation 613 to determine the appropriateness of the good conduct revocation, suspension or reduction and make appropriate recommendations to the Director.

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<p>SUBJECT:</p> <p><u>Good Conduct Credits</u></p>		

3. When recommendations relative to the revocation of good conduct credits are rendered and concurred with by the Chief Administrative Officer, and the amount of time recommended for revocation exceeds 30 days in a 12-month period—effective February 1, 1978—an automatic review of those actions will be undertaken directly by the Administrative Review Board.
4. Should a youth commit a serious rule violation when within 30 days of his/her release from a facility, the Chief Administrative Officer may, after compliance with all due process provisions of Administrative Regulation 509, notify the Director of a recommendation for revocation of good conduct credits on an emergency basis. The Director may then either approve the revocation or refer same directly to the Chairman of the Prisoner Review Board—whichever is applicable—with no review by the Administrative Review Board.

C. Restoration of Good Conduct Credits

1. Good conduct credits may be restored, upon the recommendation of the Adjustment Committee and the Chief Administrative Officer, in those cases where the change in a youth's behavior and his/her accomplishments are considered exceptionally meritorious. The youth may petition not more frequently than every six months through the Adjustment Committee for restoration of Good Time, stating the rationale for restoration. The Adjustment Committee shall make appropriate recommendations to the Chief Administrative Officer for restoration which, if approved, will be sent to the Director of Corrections.
 2. A maximum of 30 days of good conduct credit may be restored to a youth at the discretion of the Director of Corrections during any 12-month period. If the amount of credit recommended for restoration exceeds 30 days, such request for restoration shall be submitted by the Director to the Prisoner Review Board for consideration of restoration. The Board may not restore more good conduct credit to a youth than is recommended by the Director. The Prisoner Review Board will notify the Director of its decision, who will in turn, notify the Chief Administrative Officer. A notation of either the decision of the Director or the Prisoner Review Board shall be provided to the youth.
- D. Statutory Good Time provisions and procedures now applicable to indeterminate sentences will continue to apply until a youth exercises his/her option to accept a release date under the provisions of Public Act 80-1099. In the event the release date is accepted, day-for-a-day good time will begin on the date of the board's order containing the release date. In the event of continued parole eligibility, good time provisions will remain unchanged and the youth's time computation will be governed by Administrative Regulations 526, 527 and 529.


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "INSTITUTION CREDITS"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-6-3 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Juvenile Division Administrative Regulation: "Institution Credits" (#529). This regulation is currently in effect as an emergency adoption.

The regulation provides a procedure for the granting of institution credits, to advance the next parole hearing, when a continuance is issued by the Prisoner Review Board to a juvenile felon.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	<p>SECTION NUMBER</p> <p style="text-align: center;">529</p>	<p>PAGE NUMBER</p> <p style="text-align: center;">1 of 3</p>
	<p>EFFECTIVE DATE 2/1/78</p>	
	<p>SUPERSEDES</p> <p>A. R.</p>	<p>DATED:</p>
<p>SUBJECT:</p> <p style="text-align: center;">Institution Credits</p>		

I. **POLICY OF DEPARTMENT:** To provide a procedure for the granting of institution credits, to advance the next parole hearing, when a continuance is issued by the Prisoner Review Board to a juvenile felon.

II. **EXPLANATION:**

If a juvenile felon is denied parole after serving his/her minimum sentence less Statutory, Compensatory and Meritorious Good Time, the youth is thereafter eligible to be awarded institution credits. This means the youth may earn the privilege of appearing before the Prisoner Review Board at the next parole hearing either 30 or 60 days earlier than scheduled.

- A. Every eligible youth may receive consideration by the institution for these credits. Institution credits are to be recommended only as a reward for excellent conduct, work or attitude, or for successful participation in specific programs offered at the institution.
- B. Institution credits may be recommended for a youth by any staff supervisor or the youth's Counselor through the chain of command to the Chief Administrative Officer. Form DCA-1500, Institution Credits (see Attachment A), is to be used in submitting recommendations for institution credits. Three copies of the form are to be prepared and submitted.
- C. The DCA-1500 form, if approved by the Chief Administrative Officer, shall be submitted for consideration to the Director at least 75 days prior to the beginning of the month in which the case would be added to the docket.
 1. Distribution of Form DCA-1500 is as follows: One copy to the Prisoner Review Board, one copy to the facility/program for inclusion in the Master Record File, and one copy to the Springfield General Office File.
- D. No institution credits shall be granted on any continuance of less than one year.
- E. In extraordinary cases where a youth has performed an outstanding action or demonstrated superior progress toward community reintegration through participation in treatment or programmatic opportunities, the youth may be recommended for 90 days institution credits.
 1. Form DCA-1500 shall be submitted, including comprehensive information, for such recommendation made personally by the Chief Administrative Officer.
 2. Such recommendations shall also be approved by the Director and the Chairman of the Prisoner Review Board before becoming effective.

ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS
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JUVENILE DIVISION

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SUPERSEDES

DATED:

A. R.

SUBJECT:

STATE OF ILLINOIS - DEPARTMENT OF CORRECTIONS

JUVENILE DIVISION

INSTITUTIONAL CREDITS

NAME OF YOUTH

NUMBER

SENTENCE

CRIME

DATE RECEIVED

FROM (COUNTY)

PRISONER REVIEW BOARD USE ONLY

INSTITUTIONAL OR FACILITY RULE VIOLATIONS FROM LAST CONTINUANCE

Date

Violation

Action Taken

ALL ASSIGNMENTS ARE CONSIDERED VOCATIONAL TRAINING

ALL ASSIGNMENTS WHILE IN INSTITUTION OR FACILITY

ASSIGNMENTS SINCE LAST CONTINUANCE AND EVALUATION

EDUCATIONAL ACCOMPLISHMENTS

RECOMMENDATION:

☐ 30 days Institution Credits

DATE

☐ 60 days Institution Credits

DATE

RECOMMENDED DOCKET:

SIGNATURE (STAFF RECOMMENDING)

DEPARTMENT OR FUNCTION


SIGNATURE (CHIEF ADMINISTRATIVE OFFICER)

INSTITUTION

SIGNATURE (DIRECTOR DOC)

DATE

Distribution: Original and two copies to Director

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INSTITUTIONAL CREDITS SUBJECT:		
NAME OF YOUTH	NUMBER	PREPARE IN TRIPLICATI INSTITUTIONAL COUNSELOR NAME

By reason of the youth having excelled as stated in the following, it is my recommendation that this individual be granted _____ days institutional credit for advancement of his/her parole hearing date by said number of days.

THIS RECOMMENDATION IS PREDICATED ON STAFF EVALUATION AS FOLLOWS:

Conduct:

Assignment:

Voluntary program and projects:

Overall adjustment:

Additional ways in which youth has excelled:


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "MERITORIOUS
GOOD TIME"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-6-3 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Juvenile Division Administrative Regulation: "Meritorious Good Time" (#530). This regulation is currently in effect as an emergency adoption.

The regulation provides for a fair and equitable system for awarding meritorious good time to individuals committed to the Department as juvenile felons or misdemeanants.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	<p>SECTION NUMBER</p> <p style="text-align: center;">530</p>	<p>PAGE NUMBER</p> <p style="text-align: center;">1 of 1</p>
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	<p>SUPERSEDES</p> <p>A. R.</p>	<p>DATED:</p>
<p>SUBJECT:</p> <p style="padding-left: 40px;">Meritorious Good Time</p>		

- I. **POLICY OF DEPARTMENT:** To provide a fair and equitable system for awarding meritorious good time to individuals committed to the department as juvenile felons or misdemeanants.
- II. **EXPLANATION:**
 - A. Section 1003-6-3 of the Code of Corrections allows for the diminution of sentences on the basis of meritorious service performed by persons committed to the Department of Corrections.
 - B. Meritorious service shall be deemed to be extraordinary, exceptional, or heroic service or service of a similar nature. It shall not include normal good conduct, service performed on an ordinary work assignment, or the mere absence of violation reports.
 - C. Examples of meritorious service would include: 1) saving the life of an employee or other youth; 2) performing heroic service during a flood, tornado or act of God; 3) volunteering for an exceptionally hazardous or dangerous assignment; or 4) assisting in maintaining control where a general disturbance is occurring.
 - D. Petitions for granting meritorious good time may be submitted by any youth or by any person or persons in the employ of the Department of Corrections, in behalf of any youth.
 - E. Any such petition shall first be submitted to the Institution Adjustment Committee for its review. The Adjustment Committee shall forward its recommendation in writing to the Chief Administrative Officer within 14 days after receipt of the petition.
 - F. The Chief Administrative Officer shall review the total file and the recommendation of the Adjustment Committee. If he/she concurs with any favorable recommendation of the Adjustment Committee, he/she will forward the staff's recommendation and his/her concurrence to the Director of the department for final review. No meritorious good time shall be granted without the written approval of the Director.
 - G. No more than 90 days of meritorious good time shall be awarded for a specific instance of meritorious service.


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "'GOOD TIME'
FOR MISDEMEANANTS"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraph 1003-2-2 and Chapter 75, Paragraph 32 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Juvenile Division Administrative Regulation: "'Good Time' for Misdemeanants" (#531). This regulation is currently in effect as an emergency adoption.

The regulation provides for proper 'good time' credit for misdemeanants as time awarded in the diminution of sentence as a reward for good behavior.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	SECTION NUMBER <u>531</u>	PAGE NUMBER <u>1</u> of 2
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<p>SUBJECT:</p> <p><u>"Good Time"</u> for Misdemeanants</p>		

I. POLICY OF DEPARTMENT: To give proper "good time" credit to misdemeanants.

II. EXPLANATION:

- A. In calculating "good time" for misdemeanants (and, when granted by the court, time served as a condition of probation and time served for contempt of court), Chief Administrative Officers shall conform to the following scale and rules based upon parts of Chapter 75, Sections 30 through 33 of the Illinois Revised Statutes, reading as follows:
- B. "Good behavior" means the compliance by a person committed as a misdemeanor with assigned duties, work or service in an orderly and peaceable manner and compliance by such person with all rules and regulations of the institution and all laws of the State while confined as a misdemeanor.
- C. "Good behavior allowances" means the number of days awarded in diminution of sentence as a reward for good behavior.
- D. "Month," for the purpose of determining the good behavior allowance when the sentence is in months, means that period of time commencing on and including the date of sentence and continuing up to but not including the same date in the next succeeding calendar month, regardless of the number of days in the intervening period. If any calendar month occurring during the sentence does not contain the date of sentence, the "month," for the purpose of calculating the good behavior allowance, means that period of time beginning on the date of sentence in the calendar month immediately preceding the calendar month having no date of sentence. The next month, for purposes of calculating the good behavior allowance, begins on the first day of the calendar month immediately succeeding the calendar month which has no date of sentence and shall continue up to but not include the date of sentence in such succeeding calendar month.
- E. "Unit," for the purpose of determining the good behavior allowance when the sentence is in days, means 30 days commencing on and including the date of sentence. The good behavior allowance for a sentence of over 30 days which results in the person serving a fraction of a unit shall be calculated in the following manner: that part of the unit good behavior allowance shall be credited, represented by a fraction, the numerator being the number of days of a unit served and the denominator being 30, the total number of days in a unit.

If the calculation results in a fractional part of a day, no credit shall be allowed for such part unless the fraction is over one-half day, in which case a whole day shall be credited on the good behavior allowance.

ADMINISTRATIVE REGULATIONS

STATE OF ILLINOIS
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SUPERSEDES
A. R.

DATED:

SUBJECT:

"Good Time" for Misdemeanants

- F. "Date of Sentence" means and includes the date of the calendar month on which the person commences to serve the sentence. If the sentence commences at midnight, date of sentence shall be the date of the day occurring one minute after midnight.
- G. The good behavior allowance shall be cumulative and awarded at either the standard rate or merit rate, at the discretion of the Chief Administrative Officer. Thus, at the Chief Administrative Officer's discretion, he may allow the standard rate for the first month, and if he does, it shall be computed at the rate of four days for such first month of confinement; the Chief Administrative Officer, at his discretion, may then allow computation at the merit rate, which, if he does, shall be computed as follows:
1. Six days for each of the second, third, fourth, fifth and sixth months or units of sentence.
 2. Eight days for each of the second six months or units of sentence.
 3. Twelve days for each of the third six months or units of sentence.
 4. Fifteen days for each of the remaining months or units of sentence.

If consecutive sentences are served and the time served amounts to a total of one year or more, the good behavior allowance shall be calculated on a continuous basis throughout the entire time served, beginning on the first date of sentence. Such good behavior allowance shall be calculated by month or unit, or a combination of months and units, depending respectively on whether the sentences were rendered in months or days, or whether one or more sentences was rendered in months or days, or whether one or more sentences was rendered in months and one or more sentences was rendered in days.

ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "ADVOCACY SERVICES"

Please Take Notice that the Illinois Department of Corrections Juvenile Division Administrative Regulation: "Youth Advocate" (#601) now in effect, as amended October 26, 1977, is rescinded and replaced by Juvenile Division Administrative Regulation: "Advocacy Services" (#601), effective upon final adoption of this proposed regulation. This regulation is authorized pursuant to rulemaking powers in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes.

The regulation outlines the policy and procedure for providing all youths committed to the custody of Juvenile Division, Advocacy Services that are responsive to their needs and which are consistent with Department rules and regulations.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JUVENILE DIVISION

SECTION NUMBER

601

PAGE NUMBER

1 of 1

EFFECTIVE DATE

2/1/78

SUPERSEDES

DATED: 7/10/75

A. R.

601

SUBJECT:

Advocacy Services

- I. **POLICY OF DEPARTMENT:** To provide all youths committed to the custody of the Juvenile Division advocacy services that are responsive to their needs and which are consistent with agency rules and regulations.
- II. **EXPLANATION:**
 - A. The designated Youth Advocate is authorized to communicate directly with any youth in custody of the Juvenile Division of the Department of Corrections. All youths are free to mail unopened letters to the Office of Advocacy Services.
 - B. The Youth Advocate shall, after receiving a complaint or an allegation of a violation of rules and/or regulations of the department, evaluate and investigate same. If the complaint or allegation proves substantive, the Advocacy staff will pursue the issue with appropriate administrative staff in an attempt to reach a resolution.
 - C. The Office of Advocacy Services may initiate inquiries whenever facts are brought to its attention—from whatever source—indicating a need for further investigation. Staff are to cooperate fully with Advocacy staff during such inquiries.
 - D. The Office of Advocacy Services shall monitor administrative practices within the Department of Corrections to ensure that all rules and regulations of the department are being followed. If a violation is found, Advocacy staff shall meet with appropriate administrative staff to outline the problem.
 - E. Advocacy staff shall be available to accompany Operations staff on institutional and facility inspections.
 - F. Consistent with department policy, all records and files shall be made available to the Advocacy staff.
 - G. Whenever an inquiry or complaint is received by the Office of Advocacy Services, action may be deferred and the matter forwarded to the appropriate institution or office for processing as a grievance, if appropriate. Authority shall be retained, with respect to such referrals, to intervene and make independent investigations at any time as deemed appropriate by the Chief of Advocacy Services.

ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "REQUEST FOR CHANGES
IN DISPOSITIONAL ORDERS"

Please Take Notice that the Illinois Department of Corrections Juvenile Division Administrative Regulation: "Return of Youth to Committing Court" (#602) now in effect, as amended October 26, 1977, is rescinded and replaced by Juvenile Division Administrative Regulation: "Request for Changes in Dispositional Orders" (#602) effective upon final adoption of this proposed regulation. This regulation is authorized pursuant to rulemaking powers in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes.

The regulation outlines the policy and procedure to seek changes in dispositional orders by the committing court when commitment of the youth to the Department of Corrections appears inappropriate.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

ILLINOIS REGISTER

ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JUVENILE DIVISION

SECTION NUMBER

.602

PAGE NUMBER

1 of 1

EFFECTIVE DATE

2/1/78

SUPERSEDES

DATED:

7/10/75

A. R.

602

SUBJECT:

Request for Changes in Dispositional Orders

I. **POLICY OF DEPARTMENT:** To seek changes in dispositional orders by the committing court when commitment to the Department of Corrections appears inappropriate.

II. **EXPLANATION:**

- A. The Director shall petition the committing court, with copies to the State's Attorney and the attorney of record, for a change of commitment order if a youth committed to the Juvenile Division appears to be improperly placed in the department because of mental or physical problems that cannot be properly treated by the Department of Corrections.
- B. The Department of Corrections' Juvenile Division shall present a documented summary of the reasons for the petition. If the committing court is willing to reconsider, then the Department of Corrections will return the youth to the court for another hearing.
- C. The Department of Corrections' Juvenile Division maintains custody until such time as the committing court vacates, modifies or sets aside the original order.

ILLINOIS REGISTER

ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "WRITS OF HABEAS CORPUS
FOR APPEARANCE OF YOUTHS IN COURT"

Please Take Notice that the Illinois Department of Corrections Juvenile Division Administrative Regulation: "Subpoena or Habeas Corpus for Appearance of Youths" (#603) now in effect, as amended October 26, 1977, is rescinded and replaced by Juvenile Division Administrative Regulation: "Writs of Habeas Corpus for Appearance of Youths in Court" (#603), effective upon final adoption of this proposed regulation. This regulation is authorized pursuant to the rulemaking powers in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes.

The regulation states the policy in responding to writs of habeas corpus that may be issued requiring the appearance in court of youths in the custody of the Department of Corrections Juvenile Division.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

ILLINOIS REGISTER

ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JUVENILE DIVISION

SECTION NUMBER

603

PAGE NUMBER

1 of 1

EFFECTIVE DATE

2/1/78

SUPERSEDES

A. R.

603

DATED:

7/10/75

SUBJECT:

Writs of Habeas Corpus for Appearance of Youths in Court

- I. **POLICY OF DEPARTMENT:** To respond to writs of habeas corpus that may be issued requiring the appearance in court of youths in the custody of the Department of Corrections' Juvenile Division.
- II. **EXPLANATION:**
- A. A writ of habeas corpus is required for the appearance of a youth in court and/or other court ordered locations.
 - B. When a writ of habeas corpus is served, the Superintendent shall make arrangements for the appearance of the youth at the time specified.
 - C. Counseling a youth relative to a pending appearance or his/her experience in being a witness may be indicated. The youth should be informed that he/she may request advice from a counselor or attorney.
 - D. The Office of Legal Services shall be available for consultation.

ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "WARRANTS FOR
APPREHENSION - ISSUANCE AND CANCELLATION"

Please Take Notice that the Illinois Department of Corrections Juvenile Division Administrative Regulation: "Warrants for Apprehension - Issuance and Cancellation" (#604) now in effect, as amended October 26, 1977, is rescinded and replaced by Juvenile Division Administrative Regulation: "Warrants for Apprehension - Issuance and Cancellation" (#604), effective upon the final adoption of this proposed regulation. This regulation is authorized pursuant to the rulemaking powers in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes.

The regulation provides procedures for the appropriate notification of law enforcement agencies regarding the unauthorized absence of a youth.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JUVENILE DIVISION

SECTION NUMBER

604

PAGE NUMBER

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EFFECTIVE DATE 2/1/78

SUPERSEDES

A. R.

604

DATED: 9/7/73

SUBJECT:

Warrants for Apprehension - Issuance and Cancellation

- I. **POLICY OF DEPARTMENT:** To establish procedures for the appropriate notification of law enforcement agencies regarding the unauthorized absence of a youth.
- II. **EXPLANATION:**
- A. When a youth committed to the Juvenile Division absconds from a facility, authorized absence, or parole and does not return or is not promptly apprehended, a Warrant of Apprehension and Detention shall be executed and directed to the appropriate law enforcement agencies and the Apprehension Unit of the Department of Corrections.
 - B. Copies of the warrant shall be forwarded to the Administrators of Institution and Field Services, the appropriate Regional Administrator, the youth's Master Record File, the Juvenile Division's Springfield Office, and the Central Records Office.
 - C. Information on the warrant should include a physical description, the parents' name and address, a list of persons and agencies notified, and any other data that might aid in apprehension.
 - D. The central records office at IYC—St. Charles shall maintain a record of all Warrants of Apprehension and Cancellations of Warrants issued for male youths within the Juvenile Division. All warrants and cancellations issued for female youths committed to the Juvenile Division shall be maintained at IYC—DuPage. Cancelled warrants shall be paired with original orders or warrants.
 - E. When a youth has been on unauthorized absence for 30 days or more, his/her Master Record File shall be returned to the Central Records Office.
 - F. When a youth is received at Reception and Assessment Units and an examination of his/her Master Record File reveals that a cancellation has not been issued for an outstanding Warrant of Apprehension, the Central Records Office is authorized to contact the appropriate law enforcement agencies. The facility originating the Warrant of Apprehension should be notified that the cancellation has been made.
 - G. The immediate notification of law enforcement agencies regarding an unauthorized absence shall be through LEADS in accordance with the provisions of Juvenile Division Administrative Regulation 506.


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "TRANSFER OF YOUTHS TO THE
DEPARTMENT OF MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES"

Please Take Notice that the Illinois Department of Corrections Juvenile Division Administrative Regulation: "Transfer of Youths to the Department of Mental Health and Developmental Disabilities" (#605) now in effect, as amended October 26, 1977, is rescinded and replaced by Juvenile Division Administrative Regulation: "Transfer of Youths to the Department of Mental Health and Developmental Disabilities" (#605), effective upon final adoption of this proposed regulation. This regulation is authorized pursuant to rulemaking powers in Chapter 38, Paragraphs 1003-2-2 and 1003-10-5 of the Illinois Revised Statutes.


This regulation outlines the policy and procedure to provide placement in the Department of Mental Health and Developmental Disabilities for any youth committed to the Juvenile Division who is found in need of mental treatment as defined in the Mental Health Code or is addicted to drugs as defined in the Dangerous Drugs Abuse Act.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p>ADMINISTRATIVE REGULATIONS</p> <p>STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	SECTION NUMBER	PAGE NUMBER
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	EFFECTIVE DATE 2/1/78	
SUPERSEDES A. R. 605		DATED: 7/10/75
<p>SUBJECT:</p> <p>Transfer of Youths to the Department of Mental Health and Developmental Disabilities</p>		

- I. **POLICY OF DEPARTMENT:** To provide placement in the Department of Mental Health and Developmental Disabilities for any youth committed to the Juvenile Division who is found in need of mental treatment as defined in the Mental Health Code or is addicted to drugs as defined in the Dangerous Drug Abuse Act.
- II. **EXPLANATION:**
 - A. If a youth committed to the Department of Corrections is found to be mentally retarded or in need of mental treatment as these terms are defined in the Mental Health Code of 1967, Chapter 91½, Sections 1-1 *et seq.*, or is an addict as that term is defined in Section 120.3-3 of the Dangerous Drug Abuse Act, the department may transfer said youth to an appropriate hospital or facility of the Department of Mental Health and Developmental Disabilities for a period not to exceed six months, providing the youth and the youth's parents, guardian or nearest relative agree to the transfer.
 - B. The youth, the youth's parents, guardian or nearest relative, and the authorized attorney shall be advised of his/her right to object. If such an objection is made, the transfer may only be effected by commitment in accordance with Section C of this Administrative Regulation.
 1. Written notice of the transfer and right to object shall be delivered to the youth and mailed to the youth's parents, guardian or nearest relative, and authorized attorney—marked for delivery to the addressee only—by certified mail with return receipt requested. The manner and time within which an objection should be made shall also be specified.
 2. An objection by the youth, parents, guardian, nearest relative or authorized attorney to the transfer must be made within 15 days of the receipt of notification of transfer by written notice of such objection to the Superintendent of the facility.
 3. An objection shall be on a form provided in or with the notice of transfer. Said form will be distributed so as to notify the youth, his/her parents, guardian or nearest relative and the authorized attorney of a 15-day time limit in which they may object to such a transfer. The youth shall be advised of an opportunity to confer with his/her parents and/or counselor in deciding whether or not to make an objection.
 4. If a youth committed to the Juvenile Division is committed to a hospital or facility of the Department of Mental Health and Developmental Disabilities under this section, the Director shall notify the committing court.

 <p>ADMINISTRATIVE REGULATIONS</p> <p>STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	<p>SECTION NUMBER</p> <p>605</p>	<p>PAGE NUMBER</p> <p>2 of 2</p>
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	<p>SUPERSEDES</p> <p>A. R. 605</p>	<p>DATED: 7/10/75</p>
<p>SUBJECT:</p> <p>Transfer of Youths to the Department of Mental Health and Developmental Disabilities</p>		

- C. If an objection to transfer a youth to the Department of Mental Health and Developmental Disabilities is made or if the Department of Mental Health and Developmental Disabilities or Department of Corrections determines that a transferred youth requires commitment to the Department of Mental Health and Developmental Disabilities for more than six months for any reason, the Director of the Department of Corrections shall file a petition in the Circuit Court of the county in which the juvenile correctional facility is located, requesting commitment of the youth to the Department of Mental Health and Developmental Disabilities.
1. A certificate of a physician indicating that the youth is in need of commitment to the Department of Mental Health and Developmental Disabilities for treatment shall be attached to the petition.
 2. Copies of the petition shall be furnished to the youth; his/her parents, guardian or nearest relative; the authorized attorney; the committing court; the State's Attorney of the county in which the Juvenile Division facility is located; and the State's Attorney of the county from which the youth was committed to the Department of Corrections.
 3. In the event that a youth committed to the Juvenile Division is committed to the Department of Mental Health and Developmental Disabilities under this section, the Director shall petition the committing court for an order terminating custodianship.
- D. Nothing in this regulation shall limit the right of the Director of the Department of Corrections or the Superintendent of any facility to utilize the emergency admission provisions of the Mental Health Code with respect to any youth in the custody of the Juvenile Division.
- E. The transfer of a youth to a hospital or facility of the Department of Mental Health and Developmental Disabilities under Paragraph A does not discharge the youth from the control of the Department of Corrections.


ILLINOIS REGISTERILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED AMENDMENT OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "MASTER
RECORD FILE"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraphs 1003-2-2 and 1003-5-1 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the amendment of Juvenile Division Administrative Regulation: "Master Record File" (#606), adopted October 26, 1977.

This amendment changes various words to clarify meanings and add emphasis to certain phrases. Sections of the regulation are altered and rearranged toward the same purpose.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p>ADMINISTRATIVE REGULATIONS</p> <p>STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	<p>SECTION NUMBER</p> <p>606</p>	<p>PAGE NUMBER</p> <p>1 of 3</p>
	<p>EFFECTIVE DATE</p>	
	<p>SUPERSEDES</p> <p>A. R. 606</p>	<p>DATED:</p>
<p>SUBJECT: Master Record File</p>		

I. POLICY OF DEPARTMENT: To ensure that the Department of Corrections ~~shall~~ maintains a Master Record File on each juvenile committed, in accordance with Section 1003-5-1 through 1003-5-3 of the Illinois Revised Statutes Unified Code of Corrections.

II. EXPLANATION:

A. Each Master Record File shall contain:

1. All information from the committing court.
2. Reception summary and identification data.
3. Evaluations, assignment reports, recommendations, social history and examinations.
4. Program assignment and progress reports.
5. Reports of infractions of discipline and disposition.
6. Parole plan.
7. Parole reports.
8. Final discharge, date and circumstances.
9. A recent photograph and fingerprints.
10. Any other pertinent data concerning the youths' background, conduct, associations, and family and other relationships as may be helpful or required by the department.
11. A current summary index shall be maintained in the front of every file.

~~B. All files shall be confidential and access shall be limited to authorized personnel of the department. Personnel of other correctional, welfare, or law enforcement agencies may have access to the files only if approved by the Director. The department shall not transfer the youth's fingerprints or photograph to a law enforcement agency. The department shall keep a record of all outside personnel who seek access to the~~

ADMINISTRATIVE REGULATIONS



STATE OF ILLINOIS
DEPARTMENT OF CORRECTIONS
JUVENILE DIVISION

SECTION NUMBER

606

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EFFECTIVE DATE

SUPERSEDES

DATED:

A. R.


606

SUBJECT:

Master Record File

~~files, the files reviewed, any file material that is copied, and the purposes of access. The committed youth and his legal counsel shall have access to factual information only in the file when such information relates only to the determination of length of stay or commitment.~~

- B. The Juvenile Division shall not transfer the youth's fingerprints or photograph to a law enforcement agency except as provided for by statute.
- C. The Superintendent and/or Administrator shall keep a record of all outside personnel who seek access to the files, the files reviewed, any file material that is copied, and the purpose of access.
- D. Disclosure of Master Record File material to a youth, his/her parents, guardian or authorized attorney shall be consistent with the provisions of Juvenile Division Administrative Regulation 617.
- E. Personnel of other correctional, welfare or law enforcement agencies may have access to Master Record File material in accordance with the provisions of Juvenile Division Administrative Regulation 617.
- F. Public agencies shall make available to the Juvenile Division all factual data in their possession concerning youths committed to Juvenile Division facilities.
- E.G. The Master Record File shall be maintained at a place convenient to its use by department personnel in charge of the youth. When custody of the youth is transferred to another facility or agency, ~~a summary of the file shall be forwarded to the receiving agency with such other information as the department rules shall dictate.~~
- D.H. The Master Record File of a youth no longer in custody of the Department of Corrections shall be placed on an inactive status. ~~and its use restricted to statistical studies and rules of the department.~~ Access to the record will be in accordance with the provisions of Juvenile Division Administrative Regulation 617.

 ADMINISTRATIVE REGULATIONS STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION	SECTION NUMBER 606	PAGE NUMBER 3 of 3
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	SUPERSEDES A. R. 606	DATED:
SUBJECT: Master Record File		

- E. ~~All--public--agencies--shall--make--all--factual--data--in--their possession--available--to--the--department--with--respect--to individuals committed to it.~~


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED AMENDMENT OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "DAILY
POPULATION REPORTS"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the amendment of Juvenile Division Administrative Regulation: "Daily Population Reports" (#607), as adopted October 26, 1977.

The amendment stipulates that population reports will be prepared and forwarded daily by Juvenile facilities and regions to the Department of Corrections Information Services Division. Monthly summaries of Daily Population Reports will be forwarded to Administrators of Institution and Field Services, respectively.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p>ADMINISTRATIVE REGULATIONS</p> <p>STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	SECTION NUMBER 607	PAGE NUMBER 1 of 1
	EFFECTIVE DATE	
	SUPERSEDES A. R. 607	DATED:
<p>SUBJECT: <u>Daily Population Reports</u></p>		

I. POLICY OF DEPARTMENT: ~~To require each facility to make a daily population report.~~ To maintain daily population reports.

II. EXPLANATION:

A. Each Juvenile ~~residential~~ Division facility and region ~~of the Department of Corrections shall make~~ shall prepare a Daily Population Report (Form DCJ 451) ~~to the Office of Institution Services,~~ which shall ~~including~~ include the following data:

1. Name of each youth.
2. DCJ numbers.
3. Additions or separations.
4. Daily and month to date summary.
5. Total number on books.
6. Number on AA, UA, in residence.
7. Number of felons.
8. Number of transients.
9. Signature of Superintendent.

B. Copies of the Daily Population Report ~~will~~ shall be ~~provided forwarded each day to the department's Information System, Services Division, c/o 400-B Armory Building, Springfield, Illinois 62706.~~

C. A monthly summary of the Daily Population Report shall be forwarded to the Administrators of Institution and Field Services in accordance with procedures and guidelines established by the Administrators.


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "RESEARCH
AND EVALUATION"

Please Take Notice that the Illinois Department of Corrections Juvenile Division Administrative Regulation: "Research and Evaluation" (#608) now in effect, as amended October 26, 1977, is rescinded and replaced by Juvenile Division Administrative Regulation: "Research and Evaluation" (#608), effective upon the final adoption of this proposed regulation. This regulation is authorized pursuant to rulemaking powers in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes.

The regulation outlines the policy and procedure for coordinating all research efforts involving Juvenile Division through the Office of Program Services.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 ADMINISTRATIVE REGULATIONS STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION	SECTION NUMBER 608	PAGE NUMBER 1 of 1
	EFFECTIVE DATE 2/1/78	
	SUPERSEDES A. R. 608	DATED: 6/13/75
SUBJECT: Research and Evaluation		

- I. **POLICY OF DEPARTMENT:** To coordinate research efforts through the Office of Program Services.
- II. **EXPLANATION:**
- A. Requests to conduct research or an evaluative study involving Juvenile Division youth, staff, programs, or facilities—whether originating inside or outside the department—shall be forwarded to the Office of Program Services.
1. Program Services will review and evaluate all requests.
 2. They shall judge the merits of the request by determining if the proposed study is ethical, feasible, relevant, and scientifically sound.
 3. Sufficient details must be contained in the research proposal so that these judgments can be made.
- B. The approval of the Chief of Program Services must be received before any such request is granted or any such project is initiated. Such approval will be based upon the recommendation of the facility and/or program Superintendent and the Administrator of Institution or Field Services.


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "INTERSTATE COMPACT"

Please Take Notice that the Illinois Department of Corrections Juvenile Division Administrative Regulation: "Interstate Compact" (#610) now in effect, as amended October 26, 1977, is rescinded and replaced by Juvenile Division Administrative Regulation: "Interstate Compact" (#610), effective upon final adoption of this proposed regulation. This regulation is authorized pursuant to rulemaking powers in Chapter 38, Paragraph 1003-2-2 and Chapter 23, Paragraph 2592 of the Illinois Revised Statutes.

The regulation outlines the policy and procedure to facilitate the appropriate placement of youths committed to the Juvenile Division in accordance with the provisions of the Juvenile Interstate Compact Act.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	SECTION NUMBER 610	PAGE NUMBER 1 of 1
	EFFECTIVE DATE 2/1/78	
	SUPERSEDES A. R. 610	DATED: 7/10/75
<p>SUBJECT:</p> <p style="text-align: center;">Interstate Compact</p>		

I. **POLICY OF DEPARTMENT:** To facilitate the appropriate placement of youth committed to the Juvenile Division of the Department of Corrections in accordance with the provisions of the Juvenile Interstate Compact Act.

II. **EXPLANATION:**

- A. The State of Illinois is a member of the Interstate Compact for Juveniles and has designated the Administrator of Field Services, Juvenile Division, as the Administrator of the Interstate Compact for juveniles in Illinois.
- B. A staff member is designated as Interstate Compact Correspondent. The Correspondent is authorized to communicate with Superintendents and other Interstate Correspondents regarding the transfer and placement of youth in the custody of the Juvenile Division.
- C. Superintendents of Reception Units shall advise appropriate staff of the department's policy to facilitate interstate placements when such a placement is appropriate for a youth. A request for an interstate placement shall be referred to the Interstate Correspondent for procedural compliance.
- D. The following considerations shall be used in determining residence:
 1. A youth who has lived continuously in this state for a period of one year and who has not acquired a residence in another state by living continuously therein for at least one year subsequent to his/her residence in this state shall be deemed to be a resident of this state.
 2. Time spent in a public institution or on parole shall not be counted when determining the matter of residence in this or another state.
 3. In determining the residence of a youth committed to the Juvenile Division, due consideration shall be given to the residence of the parents of such youth, and, if either one or both parents of the youth are residents of this state, the youth shall also be deemed a resident of this state.
- E. A youth who refuses to return to another state has the right to a court hearing to determine the legal basis for his/her return.


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "RELEASE OF
INFORMATION TO OTHER AGENCIES"

Please Take Notice that the Illinois Department of Corrections Juvenile Division Administrative Regulation: "Release of Information to Other Agencies" (#611) now in effect, as amended October 26, 1977, is rescinded and replaced by Juvenile Division Administrative Regulation: "Release of Information to Other Agencies" (#611), effective upon final adoption of this proposed regulation. This regulation is authorized pursuant to rulemaking powers in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes.

The regulation outlines the policy regulating communication with other agencies regarding the transmittal of information about youths who are in the custody or who have been in the custody of the Department of Corrections Juvenile Division.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 ADMINISTRATIVE REGULATIONS STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION	SECTION NUMBER 611	PAGE NUMBER 1 of 1
	EFFECTIVE DATE 2/1/78	
	SUPERSEDES A. R. 611	DATED: 7/10/75
SUBJECT: Release of Information to Other Agencies		

- I. **POLICY OF DEPARTMENT:** To regulate communication with other agencies regarding the transmittal of information about youths who are in the custody or who have been in the custody of the Department of Corrections' Juvenile Division.
- II. **EXPLANATION:**
- A. The Superintendent or his/her designee may release clinical, academic and/or vocational material to approved and recognized agencies currently working with a youth who is a ward or a former ward of the Juvenile Division provided that:
1. The request is received in writing, on agency letterhead, indicating the material desired and how it may be used, together with a waiver of confidentiality release signed by the youth, if he/she is 18 years old or older, or by his/her parent or guardian if he/she is under 18 years of age.
 2. The requesting agency indicates the ability to use forwarded material in the best interests of the youth.
- B. The disclosure of Master Record File material to a youth, an authorized attorney, and a parent or a guardian shall be done in accordance with the provisions of Juvenile Division Administrative Regulation 617.

ILLINOIS REGISTER


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "MONITORING OF SERVICES
TO YOUTHS PLACED WITH OTHER AGENCIES"

Please Take Notice that the Illinois Department of Corrections Juvenile Division Administrative Regulation: "Follow-up on Transfers to Other Agencies" (#612) now in effect, as amended October 26, 1977, is rescinded and replaced by Juvenile Division Administrative Regulation: "Monitoring of Services to Youths Placed With Other Agencies" (#612), effective upon final adoption of this proposed regulation. This regulation is authorized pursuant to rulemaking powers in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes.

This regulation outlines the policy and procedures that ensure that all youths in the custody of the Department of Corrections Juvenile Division, and who are placed in other agencies, public or private, for services are receiving quality care and treatment consistent with their needs.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 <p>ADMINISTRATIVE REGULATIONS</p> <p>STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	SECTION NUMBER <p>612</p>	PAGE NUMBER <p>1 of 1</p>
	EFFECTIVE DATE <p>2/1/78</p>	
	SUPERSEDES A. R. 612	DATED: <p>7/10/75</p>
SUBJECT: <p>Monitoring of Services to Youths Placed with Other Agencies</p>		

- I. **POLICY OF DEPARTMENT:** To ensure that all youths in the custody of the Department of Corrections' Juvenile Division, and who are placed in other agencies, public or private, for services, are receiving quality care and treatment consistent with their needs.
- II. **EXPLANATION:**
- A. Each Superintendent shall ensure that all youths placed from his/her facility or region in programs or agencies not operated by the Department of Corrections are visited at least monthly by a Department of Corrections' staff member not responsible for such placement. Regional Field Services staff may be requested to make this visit if appropriate.
 - B. The monthly visitation shall be to assure that youths are receiving quality care and treatment, consistent with their needs as determined at the time of placement, and to review the receiving agency's plan for the youths.
 - C. This visitation shall be recorded and become a part of the Master Record File.
 - D. The monthly visitation follow-up for youths placed with the Department of Mental Health and Developmental Disabilities shall be arranged by the Office of Program Services or the Regional Administrators.


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED AMENDMENT OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "NOTICE OF
ELIGIBILITY FOR PAROLE"

Please Take Notice that pursuant to the rule making authority in Chapter 38, Paragraph 1003-2-2 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the amendment of Juvenile Division Administrative Regulation: "Notice of Eligibility for Parole" (#614), as adopted October 26, 1977.

This amendment changes the time of notice of eligibility for parole furnished to the Committing Court and State's Attorney from 15 to 20 days prior to a youth's parole hearing. Reference to Parole and Pardon Board changed to releasing authority.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.

The complete text of this regulation is as follows:

 ADMINISTRATIVE REGULATIONS STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION	SECTION NUMBER 614	PAGE NUMBER 1 of 1
	EFFECTIVE DATE 2/1/78	
	SUPERSEDES A. R. 614	DATED: 9/15/75
SUBJECT: Notice of Eligibility for Parole		

- I. **POLICY OF DEPARTMENT:** To establish procedures for communication between Institution and Field Services staff concerning the eligibility of youths for parole consideration.
- II. **EXPLANATION:**
- A. Following the decision of a staffing conference to recommend parole for a youth, a Progress Report for Parole Consideration shall be prepared in order to assist Field Services to initiate and/or finalize plans for the return of the youth to the community.
 - B. A Notice of Eligibility for Parole Consideration will also be prepared and forwarded, with a copy of the Progress Report to the committing court and the State's Attorney in order that they may have an opportunity to express their concerns. This Notice of Eligibility for Parole Consideration must be sent at least 20 days prior to the youth's parole hearing date.
 - C. Upon receipt of the Progress Report for Parole Consideration and the Notice of Eligibility for Parole, the appropriate Regional Office of Field Services will formulate a parole plan for the youth and prepare a Placement Investigation Summary Report. This report shall be returned to the institution within 10 working days of the receipt of the Progress Report for Parole Consideration.
 - D. All of the above material shall be made a part of the youth's Master Record File and shall be made available to the releasing authority.

ILLINOIS REGISTER


ILLINOIS DEPARTMENT OF CORRECTIONSPROPOSED ADOPTION OF JUVENILE DIVISION
ADMINISTRATIVE REGULATION: "RECEPTION AND
ASSESSMENT PROCEDURES AND REPORTS"

Please Take Notice that pursuant to the rulemaking powers in Chapter 38, Paragraphs 1003-2-2, 1003-10-1 and 1003-10-3 of the Illinois Revised Statutes, the Illinois Department of Corrections proposes the adoption of Juvenile Division Administrative Regulation: "Reception and Assessment Procedures and Reports" (#616), effective upon its final adoption.

This regulation establishes procedures and guidelines for the reception and orientation of youths committed to the care of the Juvenile Division and for the preparation of assessment reports essential to individual classification and program planning.

Interested persons who wish to present their views on this regulation may do so by sending written comments to the attention of: Mr. Robert Hedges, Legislative Liaison, Illinois Department of Corrections, 201 Armory Building, Springfield, Illinois, 62706. The Department will consider all written comments received within 45 days of the publication date of this notice.


The complete text of this regulation is as follows:

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	<p style="text-align: center;">SECTION NUMBER</p> <p style="text-align: center;"><u>616</u></p>	<p style="text-align: center;">PAGE NUMBER</p> <p style="text-align: center;"><u>1</u> of 3</p>
	<p style="text-align: center;">EFFECTIVE DATE <u>2/1/78</u></p>	
	<p style="text-align: center;">SUPERSEDES</p> <p style="text-align: center;">A. R. <u> </u></p>	<p style="text-align: center;">DATED: <u> </u></p>


SUBJECT:

Reception and Assessment Procedures and Reports

- I. **POLICY OF DEPARTMENT:** To establish procedures and guidelines for the reception and orientation of youths committed to the care of the Juvenile Division and for the preparation of assessment reports essential to individual classification and program planning.
- II. **EXPLANATION:**
- A. Reception Unit personnel shall provide an orientation program for youths that conveys a philosophy of treatment and training, acquaints the youths with their rights and opportunities for realizing their potential, explains the requirements for parole, and helps the youths develop an attitude that facilitates their acceptance of an involvement in the training experiences ahead.
- B. Reception Unit personnel shall provide an assessment process in accordance with Sections 1003-10-1 and 1003-10-3 of the Unified Code of Corrections so as to aid in the prompt and appropriate assignment of youths to a facility or service which best meets their individual needs. This assessment process should include:
1. Providing short-term care—if necessary.
 2. Completing the social history and preparing a Placement Assessment Report (PAR) that identifies each youth's problems and program needs.
 3. Determining each youth's medical and dental needs, treating those of an immediate nature and outlining a restoration program of physical well-being.
 4. Assisting the Assignment Coordinator or designated personnel in assigning each youth within the statutory limit of 30 days (from the date enrolled) to the most appropriate program.
 5. Compiling any other pertinent data that will assist the receiving facility or program in properly classifying each youth's behavior and planning his/her individualized program.
 6. Providing research data relative to delinquency causation and treatment program strategies.
- C. A youth committed to the Juvenile Division should not be transferred to a program until the entire Placement Assessment Report has been completed and can accompany a youth to his/her assignment. Each youth should have his/her orientation program and Placement Assessment Report completed within 10 working days.

 <p>ADMINISTRATIVE REGULATIONS</p> <p>STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	SECTION NUMBER 616	PAGE NUMBER 2 of 3
	EFFECTIVE DATE 2/1/78	
	SUPERSEDES A. R. —	DATED: —
<p>SUBJECT:</p> <p>Reception and Assessment Procedures and Reports</p>		

- D. The Placement Assessment Report for each youth should be considered an open-ended evaluation, be standard for all facilities and programs, allow flexibility for reassessment or revised treatment planning as other needs are learned or develop, and be considered basic to the preparation for his/her community return. This report should indicate the initiation of a performance agreement reflecting both the youth's and the department's goals and expectations at the time of his/her admission and the youth's written assent to these terms. The Placement Assessment Report format shall include:
1. Identifying data
 2. Family dynamics and influences
 3. Summary of each youth's life pattern and adjustments
 4. Learning abilities and aptitudes (testing results)
 5. Vocational testing and goals
 6. Health record, medical and dental examination reports
 7. Psychological and psychiatric evaluations
 8. Reception Unit adjustment observations
 9. Current behavior evaluations and management considerations
 10. The youth's expressed goals and interests
 11. Summary of needs and recommendations
 12. Notation of youth's Family and Youth Counselor and Supervisor
- E. When a youth is ready for transfer to a receiving facility or program after the Reception and Assessment process, he/she should be accompanied by:
1. The Master Record File in a four-sectioned folder with the contents clipped and arranged and appropriate dates entered according to the format for "Organization of Master Case Record."
 2. The contents should include:
 - a. Face sheet data and social history.
 - b. Two copies of the youth's photograph—one for the Master Record File; one for security personnel.

 <p style="text-align: center;">ADMINISTRATIVE REGULATIONS</p> <p style="text-align: center;">STATE OF ILLINOIS DEPARTMENT OF CORRECTIONS JUVENILE DIVISION</p>	<p>SECTION NUMBER</p> <p style="text-align: center;">616</p>	<p>PAGE NUMBER</p> <p style="text-align: center;">3 of 3</p>
	<p>EFFECTIVE DATE <u>2/1/78</u></p>	
	<p>SUPERSEDES</p> <p>A. R.</p>	<p>DATED:</p>

SUBJECT:

Reception and Assessment Procedures and Reports

- c. Typed PAR.
 - d. Typed psychiatric and/or psychological evaluation reports (when done prior to transfer).
 - e. All medical records.
 - f. All information available at the time of transfer from the committing court, including official commitment papers, description of offenses, and custody date.
 - g. All data relating to previous DOC institutionalization, NOE's, and parole.
3. To expedite the efficiency of acquiring all pertinent data (if such information is not available), the Master Record File should also include *copies of requests* for:
- a. Reports from police, probation services and other social agencies that have previously worked with the subject.
 - b. Report of medical history, immunizations, hospitalizations, medications, injuries, diseases, allergies and medical consent form from the parents/guardian.
 - c. School transcripts.
 - d. Birthdate verification.
 - e. Determination of eligibility for Social Security, Veteran's Administration, or other benefits.
 - f. Determination of guardianship, particularly if previously known to DCFS.
 - g. Correction and/or clarification of irregularities or inconsistencies in commitment papers.
 - h. When replies to such requests are received, they will be forwarded promptly to the receiving facility.
- F. Each youth's clothing and personal belongings shall be inventoried and marked in standardized places in accordance with Juvenile Division Administrative Regulation 517.
- G. This Administrative Regulation shall apply to all reception and assessment procedures.

Dangerous Drugs Commission - Notice of Proposed Rulemaking
Amendment to Article VIII of the Rules and Regulations for
Drug Abuse Programs

The Dangerous Drugs Commission proposes to amend Article VIII of its Rules and Regulations for Drug Abuse Programs promulgated in accordance with Section 13 of the Dangerous Drug Abuse Act (Ill. Rev. Stats., 1975, Ch. 91½, Sec. 120.13). Under this proposal, two new sections, Sections 84 and 85, are added and set forth the fiscal rules for the administration of Commission grants and contracts and the rules concerning purchasing by the Commission.

Interested persons wishing to present their views concerning this intended action may do so by sending written comments to the attention of:

Jean C. Kerst
Administrative Assistant
Dangerous Drugs Commission
300 North State Street, Suite 1500
Chicago, Illinois 60610

Two copies of all written materials shall be submitted. The Commission will consider all written comments received by the Commission within 45 days beginning on the date of publication of this Notice.

The text of the proposed amendment to Article VIII of the Commission's Rules and Regulations for Drug Abuse Programs, is as follows:

SECTION 84 FISCAL RULES AND GUIDELINESRule 84.01 Purpose and Authority

This Section establishes fiscal rules and guidelines for the administration of Dangerous Drugs Commission grants and contracts. The provisions of this Section are promulgated pursuant to the authority granted under Sections 5.3, 5.6, and 13 of the Dangerous Drug Abuse Act. (Ill. Rev. Stats., 1975, Ch. 91½, Secs. 120.5-3, 120.5-6, and 120.13)

Rule 84.02 Application

This Section applies to all grants and contracts awarded by the Dangerous Drugs Commission, except where any such grant or contract, by its terms, provides to the contrary.

Rule 84.03 Code of Federal Regulations-45 CFR 74

In the administration of grants and contracts to State and local government, the Federal Government has devoted a considerable effort in developing consistent and uniform standards. Title 45, Part 74 of the Code of Federal Regulations, (45 CFR 74), deals with administration and cost principles that are applicable to grants and contracts awarded by the Dangerous Drugs Commission. Therefore unless specific statements in a contract or grant provide to the contrary, the provisions of 45 CFR 74 will apply to all grants and contracts awarded by the Dangerous Drugs Commission.

The following sections (Rules 84.03 through 84.14) will address areas not specifically covered in 45 CFR 74 or will add additional detail required by this Commission. In reviewing these guidelines, the term "Commission" or the abbreviation "DDC", will be defined as the Dangerous Drugs Commission.

Rule 84.04 Financial Reporting

- A. All grants/contracts in excess of \$10,000 DDC funding shall be required to prepare a monthly fiscal report (DDC form 110). Those grants/contracts of \$10,000 or less shall be required to report quarterly but may report on a monthly basis at their option.
- B. Monthly fiscal reports shall be submitted to the Commission by the 10th day following the end of the reporting month. Quarterly fiscal reports shall be submitted to the Commission by the 10th day following the end of the calendar quarter.
- C. Fiscal reports will be required even if no transactions have occurred. Late reporting or incorrect reporting will be cause for suspension of funding.

Rule 84.05Obtaining Cash Advances or Reimbursements

- A. Unless otherwise provided for in the grant/contract, preparation of the fiscal report, DDC Form 110, shall be the basis for obtaining cash advances (where permissible) and reimbursements.
- B. The Commission reserves the right to reduce cash advance requests where the grantee/contractor appears to have more than adequate cash balances.

Rule 84.06Accounting Requirements

While it is recognized that grantees and contractors will have individual accounting systems, the following listing is a minimum requirement applicable to all.

- A. Unless paid from a imprest petty cash fund, all disbursements are to be made by pre-numbered check. Disbursements are then to be recorded into a cash disbursements record which will indicate expenditures by fund or grant to the maximum extent possible.
- B. Other than petty cash reimbursements, checks shall not be made payable to cash or an employee's name for the purpose of cashing and paying vendors directly.
- C. All cash receipts are to be deposited intact. A cash receipts record is to be maintained which will indicate all sources of income by fund or grant.
- D. A summary of the cash receipts and disbursements is to be posted in a General Ledger on a monthly basis. Where expenditures shown in the General Ledger have to be allocated to two or more grants/contracts, a permanent record of this allocation shall be kept.
- E. All source documents which support entries in the cash receipts/disbursements records are to be on file and available for audit.

Examples of required source documents are deposit slips, cancelled checks, bank statements, vendor invoices, inventory records, employee time records, correspondence and memos relating to income or disbursements. Files shall be so organized that fiscal data is easily traceable to source documents.

- F. Payroll shall be supported by employee time sheets and approved by an appropriate supervisor. Individual consultant costs shall also be supported by appropriate time records.
- G. Non-expendable personal property purchased with grant funds shall be marked or tagged appropriately and written inventories shall be maintained.

Rule 84.06
Continued

H. Bank reconciliations shall be performed monthly.

I. Grant funds may be used to establish petty cash funds provided they do not exceed \$100 at any one location, and they are maintained on a strict imprest basis. This means that cash and vouchers will always total the amount of the fund.

Rule 84.07Separation of Duties

While it is recognized that many of our grantees have limited staffs, sound internal control requires a certain minimum separation of financial duties. Therefore, no one individual shall perform all of the following activities:

- Authorization to initiate expenses, purchase orders, etc.
- Approval of vouchers for payment.
- Signing of checks.
- Recording transactions in books of account.
- Responsibility for physical custody of vouchers, payroll records, cancelled checks, and books of account.

Rule 84.08Pre-Voucher Review

All grantees are required to establish a pre-voucher review in order to assure proper payment of funds. The person who signs the checks must assure himself by review of the accompanying voucher, time sheet or any other reasonable means that payment is correct.

Rule 84.09

The items listed below require prior Commission and/or Federal grantor agency approval. The prior approval procedure may be greatly facilitated at grant application time if the subgrantee will clearly indicate all such costs in their budget.

Automatic data processing costs, including purchase or rental of equipment, service center costs, outside consultants, etc.

Building space costs including rent, maintenance and rearrangements or alterations.

Real estate acquisitions, remodelling and major repairs or renovations.

Contributions to a self-insurance program.

Management studies and management consultant costs.

Professional or technical contracts in excess of \$2,500 including legal services, accounting services, medical services, psychological consulting services vocational counseling, etc.

Preagreement cost or costs incurred prior to the award funds.

Rule 84.10

The grant or contract funded by this Commission is based generally on an approved budget and recipients are required to perform the grant functions within the scope of that approved budget. At certain times during the life of the contract or grant, the approved budget may require revision. Written approval from this Commission is required to accomplish any of the following budget revisions:

- Changes in key personnel identified in the approved budget.
- Significant changes to the basic nature of the budget category (line item) expenditures. (For example, if under equipment, office equipment was changed to auto equipment).
- Important revisions to previously approved technical, professional, or consultant contracts.
- Line item expenditures not specifically authorized in the approved budget.
- Transfer of funds between approved line item categories that exceed 5 percent of the total approved budget or exceed \$2,500, whichever is greater.

Rule 84.11Indirect Cost Proposals

It is the strong preference of this Commission that overhead costing be charged on a direct basis rather than calculated as a percentage of salaries or the total grant. This means that such items of overhead as rent, telephone, office supplies, should be charged directly in a fair and reasonable manner.

For those grantees who have strong need to have overhead reimbursement based on an indirect cost plan, prior Commission and Federal grantor approval is required. All such requests will be handled on an individual basis according to their merit and ability to provide the necessary documentation.

Rule 84.12Personnel Administration

- A. All persons hired shall fill out an employment application form prior to their being hired.
- B. Individual employee personnel files shall be maintained. These files shall contain such necessary employment data as application forms, salary increases or adjustments, notice of firing or disciplinary action, notice of resignation and information relating to sick leave and vacation time earned and taken.

Rule 84.12
Continued

- C. Unless there are other personnel provisions in writing, employees paid from DDC funds shall earn sick leave and vacation pay not to exceed the following:
1. Sick Leave - one day per month or 12 days per year.
 2. Vacation - vacation shall be earned according to length of service: Less than 6 years - 2 weeks per year From 6 years to 14 years - 3 weeks per year
More than 14 years - 4 weeks per year
 3. Part-time - part-time employees may earn vacation time or sick leave unless such payment is based on a written contractual arrangement and has prior Commission approval.
- D. Overtime or compensatory time off is permitted for work in excess of 40 hours per week in accordance with grantee or contractor policy. Such payments are generally not allowable to persons employed in an executive capacity and grantees or contractors should contact this Commission when there is a question of this nature.
- E. Dual compensation is not permitted. This situation is defined as when an employee receives compensation from two or more different jobs for work performed in the same time span.

Rule 84.13

Travel

- A. Travel rates are to be scheduled in budget application.
- B. Taxi fare, reasonable tips, and official phone calls are allowable expenses. Laundry, entertainment expenses, and alcoholic beverages are not permitted. If a hotel bill contains both business and personal expenses, the personal expenses should be deducted either directly from the hotel bill or as a deduction shown on the travel voucher. Normal commuting costs are considered unallowable as is the cost of first class air travel.

Rule 84.14

Exceptions to these fiscal rules will be considered upon written request of the grantee or contractor.

Rule 84.15
to 84.99

Reserved

SECTION 85PURCHASING RULES AND REGULATIONSRule 85.01Authority

The provisions of this Section are promulgated pursuant to the authority granted under Section 13 of the Dangerous Drugs Abuse Act (Ill. Rev. Stats., 1975, Ch. 91½, Sec. 120.13).

Rule 85.02Application

This Section applies to the procurement of specified goods and services by the Commission.

Rule 85.03

Policy. Recognizing the necessity for economy in governmental expenditure, the Commission is committed to the practices of competitive bidding and centralized purchasing.

Rule 85.04

Centralized Purchasing. Certain agencies have been charged with the responsibility for the central procurement of specified goods and services. Accordingly, the Commission will obtain such goods and services as prescribed by law through such agencies, including the Department of Administrative Services, the Capital Development Board, Department of Personnel and such agencies as may be designated by law. Such goods and services shall include but not be limited to the following: supplies, commodities, equipment, utilities, printing, printing paper, stationery, envelopes, insurance, vehicle maintenance and repairs, telecommunications equipment and services, electronic data processing equipment and services and construction materials and services.

Rule 85.05

Acquisition of Services not Elsewhere Provided for Herein. The Commission will enter into service agreements in accordance with the Illinois Purchasing Act.

Rule 85.06

Right of Rejection. The Commission reserves the right to reject any and all bids, offers or proposals received by it with respect to any invitation to bid or request for proposal issued by this agency.

Rule 85.07

Governing Provision. These rules are subject to the provisions of the Illinois Purchasing Act" and all other applicable laws of the State of Illinois.

Rule 85.08
to 85.99Reserved

NOTICE BY THE ILLINOIS OFFICE OF EDUCATION
OF THE PROPOSED AMENDMENT OF THE
RULES AND REGULATIONS TO GOVERN THE
ADMINISTRATION AND OPERATION OF THE
SECULAR TEXTBOOK LOAN PROGRAM AS
THEY PERTAIN TO ADMINISTRATIVE PRACTICES

NOTICE

PLEASE TAKE NOTICE THAT pursuant to Section 18-17 of The School Code of Illinois, (Ill. Rev. Stat., Ch. 122, 18-17, 1975) the Illinois Office of Education proposes to amend Article II, 2.1, of the Secular Textbook Loan Regulations, as it pertains to the implementation process for 1977-78.

DESCRIPTION OF THE SUBJECT
MATTER AND ISSUES INVOLVED

1. The State Superintendent of Education set priorities for funding textbook requests in grade levels K-3 for the 1976-77 school year. All requests were funded with the approved appropriation.
2. To comply with the law for providing an equitable participation of all students eligible for textbooks, priorities will begin with grade level four and, then, each succeeding grade level until the full appropriation is expended.

The original proposal was filed by the Illinois Office of Education on September 27, 1976.

An advisory committee to the Illinois Office of Education, composed of school administrators and representatives from various disciplines, reviewed the administrative process for the 1976-77 school year and recommended a change in the implementation process to comply with the law.

All interested persons are invited to submit their views concerning the proposed action by filing written comments with the Coordinator, Textbook Programs, at the following address:

Illinois Office of Education
100 North First Street
Springfield, Illinois 62777

Comments may be filed either in person or by mail. A document detailing the Office of Education's reasoning in proposing adoption of these regulations is available at the Office of Education. All comments, motions or other documents should be filed within 45 days of the date of publication of this issue of the Illinois Register. The Illinois Office of Education is open from 8:30 a.m. to 4:30 p.m., except for weekends and State holidays.

COMPLETE TEXT OF THE PROPOSED
AMENDMENTS TO THE OFFICE OF
EDUCATION'S SECULAR TEXTBOOK
LOAN REGULATIONS AS THEY
PERTAIN TO ADMINISTRATIVES
PRACTICES FOLLOWS HEREAFTER:

Amend Rule 2.1 to read:

These regulations are in effect during the ~~1976-77~~ 1977-78 school year. In the event that insufficient funds are appropriated to provide equitable participation of all students, the State Superintendent shall determine priorities and level of funding in accordance with these regulations. ~~Kindergarten~~ Grade level four requests will be honored first; then if and as sufficient funds are available, requests will be honored for each succeeding grade level. Requests for kindergarten through grade level three will not be honored again until request through grade level twelve have been funded.

ILLINOIS DEPARTMENT OF PUBLIC AID
NOTICE OF PROPOSED AMENDMENT TO THE RULE ON
CONFIDENTIALITY OF CASE INFORMATION

IDPA Rule 7.05 describes the confidential nature of information concerning applicants and recipients and specifies the provisions adopted by the Department to maintain confidentiality. Authority for Rule 7.05 is established by Chapter 23, Section 11-9, Illinois Revised Statutes.

The Department proposes to amend Rule 7.05 by adding to it several provisions which govern the Department's handling of requests from outside sources for information on applicants and recipients. The proposed amendments derive from current Federal regulations which apply to all States' administration of financial assistance and social service programs under the Social Security Act. Among other requirements, the amendments commit the Department whenever possible to obtain consent from an applicant or recipient before releasing information concerning the person to an outside source. The amendments also describe the required Department response in cases involving subpoenas for confidential information.

Any interested party may submit comments, data, views or arguments regarding the proposed amendments. The submittal must be in writing and should be addressed to Mary Ann Langston, Assistant, Policy and Planning Administrator, Illinois Department of Public Aid, 316 South Second Street, Springfield, Illinois 62762. The Department will consider all written submittals received within 45 days of the date of publication of this notice.

A complete text of the proposed Rule follows, which indicates the amended portions:

RULE 7.05 CONFIDENTIALITY OF CASE INFORMATION

AABD, AFDC, MANG, GA, AMI

For the protection of clients, any information about a client or case is confidential and shall be used only for purposes directly related to the administration of the assistance programs. The following shall be considered as included in the administration of the programs:

- The establishment of a client's initial or continuing eligibility for public assistance;
- The establishment or the extent of an individual's need for financial assistance, medical assistance or other services; and

RULE 7.05 CONFIDENTIALITY OF CASE INFORMATION (Cont.)

- The establishment of procedures assuring the health and safety of the client.

Use of information for commercial, personal, or political purposes is specifically prohibited.

Local office staff shall inform all agencies and governmental departments to whom information is furnished that this material is confidential and must be so considered by the agency or governmental department.

Any information received from other agencies or persons which includes the express statement that the information is not to be released to the client, or to any other person or agency under any circumstances, shall be prohibited from release as case information.

Release of Department of Labor wage history information to the client or any other individual(s), agency, business, etc., shall be prohibited.

AFDC

The Department shall release or provide information for use concerning individuals applying for or receiving financial assistance or services only to persons or agency representatives who are subject to standards of confidentiality which are comparable to those maintained by the Department.

Whenever possible, the Department shall inform a family or individual of a request for information from an outside source, and shall obtain permission to meet the request. In an emergency situation when prior consent for the release cannot be obtained, the Department shall notify the family or individual immediately after the release.

In the event a subpoena is served on the Department for it to produce a case record or for a Department representative to testify concerning an applicant or recipient, the Department shall call the court's attention through proper channels to the statutory provisions and its policies, rules and regulations against disclosure of information.

RULE 7.05 CONFIDENTIALITY OF CASE INFORMATION (Cont.)

This Rule shall apply to all requests for information from an outside source, including a governmental authority, the courts, or a law enforcement official.

Food Stamps

For the protection of clients, disclosure of information obtained from or about a client is restricted to persons directly connected with the administration or enforcement of the provisions of the Food Stamp Act.

Exception: Certain specified information may be released from food stamp files to authorized persons connected with the administration of the Title IV-D Support Enforcement Program.

Information may be released in other than the above situations with a waiver signed by the individual. The waiver should be dated, include to whom the information is to be released, what information is to be released and the period of time covered.

ILLINOIS DEPARTMENT OF PUBLIC AID
NOTICE OF ADOPTION OF EMERGENCY RULE AND PROPOSED
AMENDMENT TO THE RULES ON APPEALS AND FAIR HEARINGS

STATUTORY AUTHORITY FOR RULE: Chapter 23, Sections 11-8 through 11-8.7, Illinois Revised Statutes.

DESCRIPTION OF SUBJECT MATTER: IDPA Rule 7.03 identifies the conditions under which public aid applicants and recipients may file an administrative appeal before the Department and describes certain aspects surrounding a hearing of the appeal. Currently, the portion of Rule 7.03 which is to be amended limits access to those portions of the case record and related documentary material which are to be used at a hearing. The proposed amendment removes this limitation and additionally permits an appellant or authorized representative to obtain copies of the material upon payment of the cost of reproduction.

IDPA Rule 9.16, a portion of the Rules of Practice In Administrative Hearings, is also amended to reflect the same changes described as to Rule 7.03.

ADOPTION OF EMERGENCY RULE: Pursuant to Sections 5(b) and 6 of "The Illinois Administrative Procedure Act", the Department has adopted the proposed Rule 7.03 as an Emergency Rule effective March 9, 1978.

Pursuant to Sections 4 and 6 of "The Illinois Administrative Procedure Act", the Department has adopted Rule 9.16 as shown below effective March 9, 1978.

COMMENTS: Any interested party may submit comments, data, views, or arguments regarding the proposed amendment to Rule 7.03 by submitting them in writing to Mary Ann Langston, Assistant, Policy and Planning Administrator, Illinois Department of Public Aid, 316 South Second Street, Springfield, Illinois 62762. The Department will consider all written comments received within 45 days beginning on the date of publication of this notice.

The complete text of Rules 7.03 and 9.16 follows with the amendments identified in the text.

RULE 7.03 APPEALS AND FAIR HEARINGS

AABD, AFDC, MANG, GA, AMI, Food Stamps

Any individual who applies for or receives financial or medical assistance, social services or food stamp benefits shall have the right to appeal any of the following:

- . Refusal to accept an application or reapplication
- . Failure to act on an application within the mandated time period
- . A decision to deny an application
- . A decision granting aid in an amount which the client deems inadequate
- . A decision to reduce, suspend, terminate or in any way change the amount of assistance/food stamps or manner in which it is provided
- . A decision denying or excluding the client from a service program, or a determination that the client must participate in a service program
- . Failure to make a decision or take appropriate action on any request which the client makes
- . A decision affecting the basis of issuance of food stamps with which the client disagrees
- . An issue of Department policy, if the client is aggrieved by its application

The appeal may be filed by the client or the client's authorized representative or an individual acting in the client's behalf.

The right of appeal must be exercised within 60 calendar days of the date of the Department's action to notify the client. All written notifications to clients are to bear the same date as the date of mailing or delivery. Day one of the 60 day time period shall be the day following:

RULE 7.03 APPEALS AND FAIR HEARINGS (Cont.)

- (a) The date on a written notification of a decision on an application, reduction, suspension, termination, or discontinuance of assistance and/or food stamp benefits, absent definitive evidence to the contrary that the notification was mailed (or delivery attempted) on a different date;
- (b) The date of the Department's notification of denial of a request or other action which aggrieves the client when that denial or action is other than an application decision or a decision to reduce, suspend or terminate assistance.

The 60 day time limitation does not apply when the Department fails to send a written notification, fails to take action on a specific request, or denies a request without informing the client.

The appeal process is initiated effective with the date a written, signed request for a hearing is received by:

- . The Department, from AABD, AFDC, MANG, GA (City of Chicago only), AMI (City of Chicago and Town of Cicero only) clients.
- . The Public Aid Committee, from other GA and AMI clients.

If an appeal is initiated within 10 calendar days of the date on the timely notice, assistance shall be continued at the level in effect prior to the proposed action pending the results of the fair hearing process.

If an individual appeals the Department's decision to initiate or continue a protective payment plan, the Department shall implement its decision and continue the protective payment plan until a final decision on the appeal has been reached.

Upon the initiation of an appeal, the Department shall immediately conduct an informal review of the action or inaction which has served as the basis for the appeal and, if indicated, reverse or modify its decision, or take other action, as necessary.

RULE 7.03 APPEALS AND FAIR HEARINGS (Cont.)

If the appellant does not withdraw the appeal following the informal review, the Department shall complete a statement of facts supporting its action or inaction.

Before and during the hearing, the Department shall permit the appellant and/or authorized representative to examine the appellant's case record and to obtain copies of case record material upon payment of a charge for reproduction. ~~appropriate portions of the case record and any documents to be used at the hearing.~~

The Department shall authorize payment of transportation and child care expenses, if needed, to allow an AFDC or AABD (not MANG) client (active, pending, denied or cancelled case status) or a GA client (active, pending, denied, or cancelled case status) to attend an appeal hearing.

A fair hearing will be conducted by:

- . An impartial hearing officer authorized by the Department Director to consider the issues under appeal by AABD, AFDC, Food Stamp or MANG clients, GA clients in the City of Chicago, and AMI clients in the City of Chicago and the Town of Cicero. The hearing shall be conducted in the county in which the appellant resides or another county acceptable to the appellant.
- . A Public Aid Committee for GA appeals outside the City of Chicago and AMI appeals outside the City of Chicago and the Town of Cicero.

When the appealed action is not upheld, the Department shall take appropriate action, in accordance with the decision, including authorization of retroactive assistance benefits, if necessary.

In AABD, AFDC, MANG, GA and AMI cases, appropriate action implementing the results of the decision shall be taken within 90 calendar days from the date of initiation of the appeal, extended by any delay in the hearing caused by the appellant.

At any time within 35 days following release of the decision the appellant and/or authorized representative may review, at the local office, the documents presented by the Department at the hearing, the findings of fact, and the decision.

RULE 7.03 APPEALS AND FAIR HEARINGS (Cont.)

When an appellant whose assistance has been continued unchanged as a consequence of a request for a hearing does not appear at a scheduled hearing, and fails to advise the Department or Public Aid Committee of inability to attend, the Department shall proceed with the planned change in assistance/food stamp benefits.

If an appellant dies before the date of hearing, the appeal process may be pursued by someone acting responsibly in the appellant's behalf.

Once a final decision is released by the Department or Committee, it is reviewable only through the Circuit Courts of the State of Illinois.

Public Aid Committee - In each county a Public Aid Committee to consider appeals shall be with the following composition:

1. In counties under township organization (except Cook County), the Committee shall consist of the Chairman of the County Board and four County Board members.
2. In Cook County, the Public Aid Committee shall consist of the President of the Cook County Board of Commissioners and four Supervisors of GA appointed from the City of Chicago and Town of Cicero.
3. In Commission form counties the Public Aid Committee shall consist of the County Board of Commissioners.

FOOD STAMP EXCEPTIONS:

For food stamp clients, the request for a hearing may be made orally or in writing, and the appeal process is initiated effective with the date of the request.

If a household participating on a "certification pending verification" basis files an appeal within 10 calendar days of the date of the timely notice, participation is not to be continued at the level in effect at the time of the notice.

RULE 7.03 APPEALS AND FAIR HEARINGS (Cont.)

If a household files an appeal as the result of normal expiration of the certification period, or as a result of action taken on the initial or subsequent application, benefits shall not be continued at the previous level.

In GA, AMI food stamp cases, the decision shall be issued within 60 calendar days from the date of initiation of the appeal, extended by any delay in the hearing caused by the appellant.

RULE 9.16 APPELLANT PARTICIPATION IN HEARING

The appellant and/or his representative shall have the opportunity to:

1. examine the appellant's case record all-documents and-records-that-will-be-used-as-evidence, both-before-and-during-the-hearing, and to obtain copies of case record material upon payment of a charge for reproduction, copy-said-documents,
2. present evidence and witnesses in their behalf, and
3. refute testimony or other evidence and cross-examine witnesses.

STATEWIDE HEALTH COORDINATING COUNCIL

EMERGENCY ADOPTION OF THE "PLANNING GUIDANCE MANUAL FOR THE DEVELOPMENT OF HEALTH PLANS IN ILLINOIS".

On February 24, 1978, the Statewide Health Coordinating Council adopted the Planning Guidance Manual for the Development of Health Plans in Illinois. Subsequent to its adoption, this Manual was submitted to the Secretary of State for emergency filing pursuant to Section 5(b) of the Administrative Procedures Act on March 3, 1978.

The SHCC, pursuant to Chapter 111-1/2, Paragraph 1075, is responsible for reviewing and coordinating the plans of Health Systems Agencies within Illinois as required by Federal Law. The Federal Law, P.L. 93-641, requires the SHCC to review the Health Systems Plans of the Health Systems Agencies. The Federal timetable requires that the review and comment must be scheduled between February 21 and August 23, 1978.

The time frames for reviewing eight of eleven Health Systems Agencies' Applications for Designation and Health Systems Plans requires the reviews to be completed by May 3, 1978. If the time frames established in Sections 5A and 6 of the Administrative Procedures Act are followed, then the time frames referred to above will preclude the review of the eight Applications and Health Systems Plans referred to above.

Consequently, this Manual, containing the review criteria, is being submitted as an emergency rule to allow the SHCC to carry out its review process as mandated by the above Law, within the Federal timetable.

This Manual is primarily a statement of how plan development activities will be implemented within Illinois. While reflecting the intent of Federal and State legislation, these regulations and guidelines seek also to consider the unique health needs in this State as well as the process by which Health Systems Agencies and their plans are developed and eventually merged into the State Health Plan.

A complete text of the Manual for the Development of Health Plans in Illinois follows:

PLANNING GUIDANCE MANUAL
FOR DEVELOPMENT OF HEALTH PLANS IN ILLINOIS

ADOPTED BY THE
STATEWIDE HEALTH COORDINATING COUNCIL
AND DEVELOPED BY THE OFFICE OF PLANNING
STATE HEALTH PLANNING AND DEVELOPMENT AGENCY
IN CONSULTATION WITH THE
HEALTH SYSTEMS AGENCIES IN ILLINOIS

FEBRUARY, 1978

PLANNING GUIDANCE MANUAL FOR DEVELOPMENT
OF HEALTH PLANS IN ILLINOIS

CONTENTS

PART I ORGANIZATION FORMAT FOR HSP

PART II HSP DEVELOPMENT CHECKLIST

PART III CHECKLIST FOR REVIEW OF
APPLICATIONS FOR DESIGNATION

PREFACE

The National Health Planning and Resources Development Act of 1974, Public Law 93-641, calls for equal access to quality health care at reasonable cost. Fundamental to the achievement of these goals is the production of Health Systems Plans and a State Health Plan.

Planning guidance, as used herein, is primarily a statement of how plan development activities will be implemented within Illinois. This guidance, while reflecting the intent of Federal and State legislation, regulations and guidelines, seeks also to consider the unique health needs in this State as well as the process by which Health Systems Agencies and their plans are developed and eventually merged into the State Health Plan.

PART I

ORGANIZATION (FORMAT) FOR HEALTH SYSTEMS PLAN
UNDER P.L. 93-641

TABLE OF CONTENTS

CHAPTER I. INTRODUCTION AND BACKGROUND

A) STATUTORY AUTHORITY (See Guidelines, p. 2)*

Narrative description of statutory authority
with reference to:

- 1) P.L. 93-641;
- 2) appropriate State statutes; and,
- 3) HSA Charter, By-laws, etc.

B) PURPOSE AND SCOPE OF THE PLAN

- 1) Purpose (See Guidelines, p. 3)

A Health Systems Plan will be used in
meeting the HSA purposes of:

- a) improving the health of residents
of a health service area;
- b) increasing the accessibility (in-
cluding overcoming geographic,
economic, architectural, cul-
tural, and transportation bar-
riers), acceptability, continu-
ity, and quality of the health
services, provided;
- c) restraining increases in the cost
of providing health services; and

*DHEW, "Guidelines Concerning the Development of Health Systems
Plans and Annual Implementation Plan", December 23, 1976

- d) preventing unnecessary duplication of health resources.

A Health Systems Plan (HSP) shall contain a detailed statement of goals describing a healthful environment, the desired level of health status, and the health systems in the area which, when developed, will assure that quality health services will be available and accessible in a manner which assures acceptability and continuity of care, at reasonable cost, for all residents of the area.

The HSP shall be a proposal of desired achievements relating to health status and the health system. Based on an analysis of estimated service requirements and service capacity, it shall identify the service needs of an area and estimates of the resources (facilities, manpower, financing) needed to provide these services, in the most economic and effective ways feasible.

The Plan should provide an effective planning, organizational, and communications bridge with the SHPDA, SHCC and the Illinois Health Facilities Planning Board. The Plan should also provide a guide to area residents as to how the system should change over time.

2) Scope (See Guidelines, p. 9)

The HSP should address a broad spectrum of health status and health systems goals. It should focus on determinants of health when consideration of such factors is necessary to the development or achievement of these goals. It should take into account both medical and non-medical factors, although the major emphasis, at least in the first five (5) years, will be on medical care (Guidelines, page 8).

The HSP should address the health systems of the community from three primary perspectives. These include:

- a) the health care services delivered to the population;
- b) the settings of service delivery; and,
- c) characteristics for analysis of the system.

C) AGENCY RESPONSIBILITIES AND USE OF PLAN

The Plan will be used as a guide for decision-making in promoting desired health status and systems changes and in performing the following mandated functions:

- 1) P.L. 93-641 (Section 1513);
- 2) agreements with I.H.F.P.B.; and,
- 3) other National and State laws.

D) DEFINITIONS OF TERMS

E) PLANNING METHODOLOGY (See Guidelines, pp. 6-9, 22-26, 43-45)

This section should set forth the methodology chosen by each Agency for goals and objectives identification through status and systems analysis.

CHAPTER II. BASIC PLANNING CONSIDERATIONS (See Guidelines, p. 30)

- A) NATIONAL GUIDELINES ISSUED UNDER SECTION 1501
- B) NATIONAL PRIORITIES SET FORTH IN SECTION 1502

- C) STATEWIDE NEEDS AND PRIORITIES AS ARTICULATED BY THE STATE AGENCY (If inapplicable to local needs and priorities, the reasons for such differences must be stated.)

CHAPTER III. AGENCY POLICY STATEMENTS (See Guidelines, p. 22)

These statements are designed to:

- A) PROVIDE THE BASIC FRAMEWORK FOR PLANNING by focusing on broad health issues of the area. These statements (generally) are not quantified and are not action-oriented;
- B) PROVIDE JUSTIFICATION AND LEGAL BASIS for subsequent planning activities; and,
- C) DESCRIBE IN GENERAL TERMS, THE PROPOSED DESIRED STATUS AND DESIRED SYSTEM at the end of the planning period (5 years).

Example: It shall be the policy of the Health Systems Agency to plan for the physical, mental and environmental health and social well-being of all individuals within the planning area.

CHAPTER IV. DEMOGRAPHIC AND SOCIO-ECONOMIC DESCRIPTION OF THE AREA

This chapter should be a narrative description of the area based on data included in the appendix. This should include definitions and statements of how it is to be utilized in the development of the Plan.

CHAPTER V. HEALTH STATUS GOALS AND OBJECTIVES (See Guidelines, pp. 22-27)

- A) DESIRED HEALTH STATUS of the area's population developed by establishing indicators (criteria) and goal-levels (standards).

- B) CURRENT HEALTH STATUS of the area population (descriptive). This should be a narrative description of the current health status of the area population with appropriate references to data set forth in the appendix.
- C) COMPARATIVE ANALYSIS of current health status to desired health status (Identification of problem areas).
- D) GOAL STATEMENTS - These statements should:
 - 1) properly reflect the problems as identified by the analysis; and,
 - 2) be evaluated in terms of relative importance and urgency, establishing possible alternatives for long-range actions.
- E) OBJECTIVES - quantitative statements of what should be achieved within a specified time period. They should be presented for those goals which have been identified as high priority. Generated from the goals contained in the HSP, objectives express particular levels of expected achievements in health status or health systems by a specific year.

CHAPTER VI. HEALTH SYSTEMS GOALS AND OBJECTIVES (See Guidelines, pp. 22-27)

- A) DESIRED HEALTH SYSTEMS serving the area's population developed by establishing indicators (criteria) and goal-levels (standards).
- B) CURRENT HEALTH SYSTEMS serving the area's population (descriptive). This should be a narrative description of the current health systems of the area population with appropriate references to data set forth in the appendix.
- C) COMPARATIVE ANALYSIS of current health systems to desired health systems (Identification of problem areas).

D) GOAL STATEMENTS - These statements should:

- 1) properly reflect the problems as identified by the analysis; and,
- 2) be evaluated in terms of relative importance and urgency, establishing possible alternatives for long-range actions.

E) OBJECTIVES - quantitative statements of what should be achieved within a specified time period. They should be presented for those goals which have been identified as high priority. Generated from the goals contained in the HSP, objectives express particular levels of expected achievements in health status or health systems by a specific year.

The development of health systems goal statements and objectives should be done as outlined above, for any one or all of the service categories listed below (See: HEALTH SYSTEM SERVICES CLASSIFICATION), on a priority basis established by each HSA.

In its planning efforts, the HSA should analyze health services in terms of the following characteristics called for in the Law: 1) cost, 2) availability, 3) accessibility, 4) continuity, 5) acceptability, 6) quality.

HEALTH SYSTEMS SERVICE CLASSIFICATION (See Guidelines p. 13ff)

. Community Health Promotion and Protection Services

.. Health Education Services

- ... School Health Education
- ... Community Health Education
- ... Motivation Toward Positive Personal Health Behavior (including the modification of poor health habits)

- ... Health Education for Emergencies
(C.P.R.)
- ... Mental Health Education
- ...
- ...

.. Environmental Quality Management

- ... Water Supply Treatment and Waste Water
Disposal
- ... Solid Waste Disposal
- ... Air Pollution Control
- ... Noise Control
- ... Housing and Residential Hazards
Control
- ... Vector Control
- ... Recreational Area Hazards Control
- ... Highway Safety
- ... Mass Gatherings
- ...
- ...

.. Food Protection

- ... Sanitation
- ... Safety
- ... Nutritional Quality
- ...
- ...

.. Occupational Health and Safety

- ... Mining (including oil and gas drilling
and similar extractive occupations)
- ... Construction
- ... Agricultural
- ... Transportation and Utilities
- ... Manufacturing, Service and Other
- ...
- ...

.. Radiation Safety

- ... Industrial Radiation
- ... Medical Radiation
- ... Radioactive Wastes
- ...
- ...

.. Biomedical and Consumer Product Safety

- ... Drugs and Medical Devices
- ... Hazardous Substances and Products
- ...
- ...
- ...

. Prevention and Detection Services

.. Individual Health Protection Services

- ... Immunization
- ... Well-Person Maintenance (smoking, diet, etc.)
- ... Dental Prophylaxis
- ... Prevention of Child Abuse
- ...
- ...
- ...

.. Detection Services

- ... Condition-Specific Screening (hypertension, hypercholesterolemia, etc.)
- ... Multiphasic Screening
- ... Contact/Collateral Follow-Up
- ...
- ...
- ...

. Diagnostic and Treatment Services

.. Maternal and Infant Health

- ... Diagnosis and Treatment of Prenatal Complications
- ... Labor and Delivery Care
- ... Post-Partum Care
- ... Neonatal Care
- ...
- ...
- ...

.. Surgical Services

- ... Surgery (including general surgery and surgical sub-specialties)
- ... Post-Operative Recovery Care
- ... Post-Surgical Care
- ... Anesthesiology
- ... Special Intensive Care (cardiac surgery, pediatric, etc.)

...
...
...

.. Diagnostic Radiology Services

- ... General Roentgenography
- ... Contrast Radiology
- ... Computerized Transaxial Tomography
- ... Nuclear Medicine

...
...
...

.. Therapeutic Radiology Services

- ... Megavoltage Therapy
- ... Orthovoltage Therapy
- ... Interstitial Radium Therapy

...
...
...

.. Clinical Laboratory Services

- ... Hematology
- ... Chemistry
- ... Histology
- ... Microbiology
- ... Blood Gas

...
...
...

.. Emergency Medical Services

- ... Emergency Medical Services Network
(ambulance systems, communications methods, overland critical care vans, outlying critical care units - remote cardiac monitoring)

- ... Area-Wide Planning and Categorization
- ... Emergency Medical Technical and Nurse Training
- ... Paramedical Programs (mobile intensive care units - MICU)
- ... Public Health Education
- ... Rape Victims Assistance Program
- ... Medical Advisory Board for Driver's Licenses
- ... Poison Control Response
- ...
- ...
- ...

.. Outpatient Services

- ... Emergency Services Department
- ... Organized Outpatient Departments (clinics, orthopedic, pediatric, prenatal, etc.)
- ...
- ...
- ...

.. Dental Health Services

- ... Dental Restoration
- ... Periodontics
- ... Oral Surgery
- ...
- ...

.. Mental Health Services

- ... General Psychiatric Services (diagnostic, screening, therapy, etc.)
- ... Alcohol Treatment
- ... Drug Treatment
- ... Crisis Intervention
- ... Rehabilitation Service
- ... After Care and Support Services (social service, respite care, camps, etc.)
- ... Community Mental Health Services
- ...
- ...

.. General Medical Services

- ... Clinical Diagnosis, Prescription and Medical Care Management
- ... Specialized Diagnostic Procedures (e.g., electrocardiography, electroencephalography, cardiac catheterization)
- ... Renal Dialysis
- ... Burn Centers
- ... Pediatrics
- ...
- ...

. Habilitation and Rehabilitation Services

- .. Medical Habilitation and Rehabilitation Services. A category of service which provides level of inpatient care primarily for children (ages 0-18) or for adult patients/residents who require specialized treatment and care because of medical or developmental disabilities.

- ... Specialized Treatment and Care (inpatient care with supportive programs designed for the care of nursing or custodial patients)
- ... Community Living Care (intermediate transitional - half-way houses, etc.)
- ... Intermediate Care for the Developmentally Disabled (mental retardation, cerebral palsy, epilepsy, etc.)
- ... Children's Long-Term Care (under 18)
- ...
- ...

.. Therapy Services

- ... Physical Therapy
- ... Occupational Therapy
- ... Recreation Therapy
- ... Prosthetic/Orthotic Service
- ... Communication Therapy
- ... Social/Psychological Therapy
- ...
- ...

- . Maintenance (A category of service which provides inpatient levels of care primarily for convalescent or chronic disease adult patients or residents who do not require specialized or rehabilitation service.)

- .. General Long-Term Care

- ... Chronic Disease Care (including degenerative diseases)
- ... Skilled Nursing Care
- ... Intermediate Nursing Care
- ... Sheltered Care
- ... Day Care Services
- ...
- ...

- . Personal Health Care Support Services

- .. Direct Patient Care Support Services

- ... Pharmacy Services
- ... Tissue Services (i.e., storage, preservation and distribution of blood, body organs amenable to transplant, and skin)
- ... Medical Social Work Services
- ... Medical Records Services
- ...
- ...

- .. Administrative Services

- ... Management and Supervision of Medical Care Resources
- ... Facility Maintenance and Housekeeping Services
- ...
- ...

HEALTH SYSTEM SETTING CLASSIFICATION

- . Community Setting

- ..

. Home Setting

..

. Mobile Setting

..

... Ambulances
... Mobile Screening Units
... Mobile Health Centers
...
...

. Ambulatory Setting

.. Hospital

... Outpatient Department
... Therapy Facilities

.. Other Than Hospital

... Neighborhood Health Centers
... Public Health Centers
... Primary Care Physician Offices (including general and family practice physicians, internists, pediatricians and obstetrician/gynecologists)
... Specialist Physician Offices
... Dentist Offices
... Dental Clinics
... Surgicenters
... Renal Dialysis Centers
... Mental Health Centers
... Alcohol and/or Drug Treatment Centers
... Well-Child Centers
... Family Planning Clinics
... Rehabilitation Centers
... Multiphasic Screening Clinics
... Abortion Clinics
... Suicide Prevention Centers
... Adult Day-Care Centers
... Schools
... Perinatal Clinics

- ... Places of Employment
- ... Residential Institutions (including residential schools, colleges and universities, and prisons)

- ...
- ...
- ...

- . Short-Stay Setting

- .. Hospital

- ... General
 - ... Children's
 - ... Maternity
 - ... Ophthalmologic
 - ... Psychiatric
 - ... Veteran's Administration
 - ...

- .. Other Than Hospital

- ... Crisis Intervention Centers
 - ... Convalescent Centers
 - ...
 - ...
 - ...

- . Long-Stay Setting

- .. Hospital

- ... General
 - ... Psychiatric
 - ... Orthopedic
 - ... Physical Rehabilitation
 - ... Tuberculosis
 - ... Chronic Disease
 - ...
 - ...
 - ...

- .. Other Than Hospital

- ... Skilled Nursing Facilities (physician supervision and one RN at all times)

- ... Intermediate Care Facilities (setting for nursing and related services)
- ... Personal Care Homes (setting for assistance in activities of daily living)
- ... Sheltered Care Homes (protective environment)
- ...
- ...
- ...

. Free Standing Support Setting

..

- ... Medical Laboratories
- ... Dental Laboratories
- ... Pharmacies
- ... Tissue Banks (including blood, organ and skin banks)
- ... Opticianries
- ... Health Information Centers
- ...
- ...

CHAPTER VII. LONG-RANGE RECOMMENDED ACTIONS (See Guidelines, p. 27)

These should include recommended actions designed to effect desired status and systems changes reflecting the goals and objectives identified earlier and should be quantified when possible including reference to determined goal levels.

CHAPTER VIII. RESOURCES REQUIRED TO EFFECT DESIRED CHANGES (See Guidelines, p. 29)

- A) MANPOWER
- B) FACILITIES
- C) FINANCES
- D) OTHER (equipment, etc.)

CHAPTER IX. OVERALL PRIORITIES (Priorities of the total system)

Problem areas to be addressed in the form of objectives for immediate implementation (including those which will be selected for the development of the AIP).

CHAPTER X. SUMMARY (See Guidelines, p. 34)

Whatever form is chosen and however extensive a document the HSP becomes, a summary should be included which pulls together as concisely as possible the major goals, objectives, recommended actions, resource requirements, policies, and priorities contained within the HSP. Because the HSP may become a lengthy document, that summary should serve as a vehicle for interactions, understanding, and involvement with the community in planning and decision-making regarding the future health of the residents and changes in the health systems.

CHAPTER XI. AREAS TO BE ADDRESSED IN THE FUTURE
(Optional for each HSA)

CHAPTER XII. APPENDICES

A) DATA

1) Demographic

- a) age
- b) sex
- c) population growth trends

2) Socio-Economic

- a) population distribution
- b) population density
- c) income (family and personal)
- d) families below poverty level
- e) education
- f) employment

3) Vital Statistics

- a) natality
- b) perinatal and infant mortality
- c) mortality
- d) marriage and divorce

4) Morbidity

5) Disability

B) BIBLIOGRAPHY

C) INDEX

PART II HSP DEVELOPMENT CHECK LIST

State of Illinois
Statewide Health Coordinating Council
(prepared by Office of Planning, SHFPA)

Adopted by SHCC May 25, 1977

HSP DEVELOPMENT CHECK LIST

REFERENCES*	CHECK LIST	Yes No	Page No.	CONTENTS
Ch. I				
(a) <u>Statutory Authority</u> (F, p.1) and G, p.2)	...Is the legal basis of the Agency and planning process established?			
	* * *			
(b) <u>Purpose and Scope</u> of HSP (F, p.1) and G, p.9)	...Does the HSP set forth the purpose and scope of the plan?			
	* * *			
(c) <u>Agency Responsibility and Use of the Plan</u> (F, p.2) and (G, p.5)	...Are the intended uses of the plan, as a basis for decision making, outlined?			
	* * *			
(d) <u>Definition of Terms</u> (F, p.2)	...Does the HSP contain a glossary including key terms used in the document?			
	* * *			
(e) <u>Planning Methodology</u> (F, p.2) and (G, p. 6-9, 22-26, 43-45)	...Is there a delineation of the planning methodology employed?			
	* * *			
	...Is the methodology carried out in the planning process and reflected in the plan?			
	* * *			

L - Law
G - Guidelines
F - Form (attach)

State of Illinois
Statewide Health Coordinating Council
(prepared by Office of Planning, SHPD)

HSP DEVELOPMENT CHECK LIST

REFERENCES*	CHECK LIST	Yes/ No	Disc No.	COMMENTS
Ch. II <u>Basic Planning Considerations</u>				
(a) <u>National Guidelines</u> (L, 1502 and 1503) (F, p.3) (G, p.30)	..Do the goals in the HSP address all of the national priorities and guidelines? ..If not, are the omissions or differences noted and discussed? ..Are statewide health needs reflected in the HSP? ..If not, is the basis for their omission described? * * *			
(b) <u>Statewide Needs and Priorities</u>				
Ch. III <u>Agency Policy Statements</u> (G, p.22) (F, p.3)	..Does the HSP include the planning and operating assumptions and policies of the HSA which have guided the development of the plan? * * *			
Ch. IV <u>Demographic and Socio-economic Description of the Planning Area</u> (F, p.3)	..Does this narrative description provide identification and analysis of how the characteristics of the area and its population may tend to affect planning for the health needs and the development of goals and objectives? ..Does this analysis indicate socio-economic trends which may indicate possible future changes in health status without further system intervention? ...Is the narrative documented with data? ...Are the HSA-specific data compared to other geographic entities (county, state, nation) putting it into proper perspective for the area? * * *			
L - Law G - Guidelines F - Format (state)				

State of Illinois
Statewide Health Coordinating Council
(prepared by Office of Planning, SHPD)

NSP DEVELOPMENT CHECK LIST

REFERENCES*	CHECK LIST	PAGE		COMMENTS
		YES	NO	
Ch. V Health Status Goals and Objectives (G, pp. 22-27) (F, p. 3) (L, 1513(b) (2) (c)) (L, 1513 (a) (b) (c) (B))				
(a) <u>Desired Health Status</u>	<p>...Has the agency established, when possible, indicators and, when possible, quantified goal levels reflecting the <u>desired health status</u> of the area population?</p> <p>...Is there a discussion of the method and rationale by which the indicators and goal levels were established?</p> <p>...Do the established and quantified goal levels appear to be achievable for the health service area?</p> <p>...Does this section describe the current health status of the population in terms of the indicators chosen?</p> <p>...Is the limitation of data described?</p> <p>...Is the current health status described in terms of data reflected in Chapter IV?</p> <p>...Does the analysis indicate problem/need areas?</p> <p>...Do the goal statements reflect the problem/needs identified by the analysis?</p> <p>...Are the goal statements consistent with and take into consideration the national priorities and guidelines and statewide health needs?</p> <p>...Are the goal statements a description of the <u>desired achievements</u> in health status?</p>			
(b) <u>Current Health Status</u>				
(c) <u>Comparative Analysis</u>				
(d) <u>Health Status Goal Statements</u>				
<p>L = List G = Guideline F = Format (state)</p>				

State of Illinois
Statewide Health Coordinating Council
(prepared by Office of Planning, SHPT)

HSP DEVELOPMENT CHECK LIST

REFERENCES*	CHECK LIST	YES NO	PAGE NO.	CONTENTS
Ch. V (continued) (d) Health Status Goal Statements (continued)	<p>...Are they specific enough to become the bases for decision making?</p> <p>...Have the goal statements been prioritized and a rationale for their prioritization given?</p>			
(e) Health Status Objectives (G, p.26)	<p>...Are the health status objectives quantified and given a time frame?</p> <p>...Are objectives related to goal statements and are priorities assigned to each?</p> <p>...Are objectives presented for all high priority goals?</p> <p style="text-align: center;">* * *</p>			
Ch. VI Health Systems Goals and Objectives (G, p.22-27)				
(a) Desired Health System	<p>...Has the agency established indicators and quantified goal levels which reflect the <u>desired health system</u> for the area?</p> <p>...Is the method and rationale by which they were established set forth?</p> <p>...Do the indicators and goal levels address the <u>characteristics</u> of the system?</p> <p>...Do they take into account the national guidelines respecting the supply, distribution, and organization of health services and resources?</p>			

L = Law
G = Guidelines
F = Format (state)

State of Illinois
Statewide Health Coordinating Council
(prepared by Office of Planning, SHPD)

HSP DEVELOPMENT CHECK LIST

REFERENCES*	CHECK LIST	PAGE NO.		COMMENTS
		YES	NO	
Ch. VI Health Systems Goals and Objectives (continued) (b) <u>Current Health System</u>	<p>...Do they address the total spectrum of health services? (this may be curative in some areas.)</p> <p>...Are the services discussed within the context of the suggested appropriate settings?</p> <p>...Is the description of the current system in terms of chosen indicators?</p> <p>...Is the description of current system supported by most recent current data?</p>			
(c) <u>Comparative Analysis</u>	<p>...Is comparison made between the areas <u>current health system</u> and the <u>desired system</u> as projected in the indicators and goal levels?</p> <p>...Does the comparison identify problem/need areas of the health system?</p>			
(d) <u>Health System Goal Statements</u>	<p>...Do the goal statements reflect the problem/needs identified by the analysis?</p> <p>...Are the goal statements reflective of national and state needs and priorities?</p> <p>...Do the goal statements reflect the <u>desired health system</u>?</p> <p>...Are the goal statements quantified, where possible, providing a basis for decision making?</p> <p>...Have the goal statements been prioritized and a rationale for the prioritization given?</p>			

L = Law
C = Guidelines
F = Format (Late)

State of Illinois
Statewide Health Coordinating Council
(prepared by Office of Planning, SHPD)

HSP DEVELOPMENT CHECK LIST

REFERENCES *	CHECK LIST	HSP NO.	PAGE NO.	CONTENTS
Ch. VI Health Systems Goals and Objectives (continued)	(a) Health Systems Objectives (G, p.26) ...Are the Health Systems objectives quantified and given a time frame? ...Are the objectives reflective of problems/needs analysis and goal levels set forth? ...Do the objectives appear to be achievable? ...Is there a discussion of possible relationship or consistency between health status goals and objectives and Health System goals and objectives? ...Have objectives been developed for the "high priority" goal statements? <div style="text-align: center;">* * *</div>			
Ch. VII Recommended Long-Range Actions (G, p.27) (F, p.12)	...Are recommended long-range actions specified for those changes necessary to achieve the high priority goals and objectives set forth in the HSP? ...Is there a discussion or description of the alternative actions considered and not chosen, and the basis for the decisions? ...Is there a discussion and description of the types of services to be affected, the facility types involved and the population groups or geographic areas affected? ...Is there a discussion or description of the anticipated impact of the long-range actions on the health status or system?			

L - Low
 G - Guidelines
 F - Format (state)

State of Illinois
Statewide Health Coordinating Council
(prepared by Office of Planning, SHPI)

HSP DEVELOPMENT CHECK LIST

REFERENCES*	CHECK LIST	YES / PAGE NO / NO.		COMMENTS
		YES	PAGE NO.	
Ch. VII Long-Range Recommended Actions (continued)	...Does the agency suggest a locus of responsibility for carrying out the recommended long-range actions? * * *			
Ch. VIII Resource Requirements (G, p.29) (F, p.12)	...Has the agency identified resource requirements for: -facilities -manpower -finance -equipment -other ...Tr. the possible reallocation of existing resources identified where appropriate? ...Have resource requirements been specified for recommended action where appropriate? ...Do the facility requirements identified form a basis for the State Medical Facility Plan? * * *			
Ch. IX Overall Priorities (F, p.12)	...Have priority objectives been identified for consideration in the AIP? * * *			
Ch. X Summary (F, p.22) (G, p.34)	...Does the summary pull together, in a concise manner, policies, major goals, objectives, recommended actions, resource requirements, and priorities contained in the HSP? * * *			
*L = Law G = Guidelines F = Formal (state)				

State of Illinois
Statewide Health Coordinating Council
(prepared by Office of Planning, SHPCA)

HSP DEVELOPMENT CHECK LIST

REFERENCES*	CHECK LIST	YES / NO	PAGE NO.	CONTENTS
General - HSP <u>Establishment</u>	... Does the HSP reflect conformance with SHCC guidance with respect to the format?			
	... Has the HSP been coordinated with plans of neighboring HSAs?			
	... Was the HSP approved by the HSA Board or governing body?			
	... Were public hearings held on the plan?			
	... Does the HSP contain provisions for annual review and update?			
	... Is there evidence of plan coordination: -other HSAs -FSROs -A-95 -Regional planning bodies			
	... Has the agency sought and utilized <u>public input</u> in the process?			
	... Is broad community participation (in addition to board) evidenced?			
	... Are the goal statements reconcilable with those of other planning entities?			

- Law
- Guidelines
- Formant (State)

PART III

CHECKLIST FOR REVIEW OF APPLICATION
FOR DESIGNATION

AGENCY: _____	<u>Page Reference</u>	<u>Yes</u>	<u>No</u>
1) What conditions were placed at the time of initial designation? Have the conditions been adequately met?	_____	_____	_____

2) Is there a detailed work program? Does the work program describe the problems to be addressed and the Agency's priorities?	_____	_____	_____
	_____	_____	_____
Are the following functions discussed?			
a) Assembling and analyzing data.	_____	_____	_____
b) Establishing a Health Systems Plan.	_____	_____	_____
c) Developing an Annual Implementation Plan.	_____	_____	_____
d) Working with the State Health Planning and Development Agency (SHPDA) and Statewide Health Coordinating Council (SHCC) in development of the State Health Plan.	_____	_____	_____

	<u>Page Reference</u>	<u>Yes</u>	<u>No</u>
e) Providing the SHCC with the AIP.	_____	_____	_____
f) Coordination with PSRO.	_____	_____	_____
g) Coordination with A-95 Agency.	_____	_____	_____
h) Coordination with other HSAs.	_____	_____	_____
i) Coordination with other planning bodies.	_____	_____	_____
j) Reviewing the need of proposed new institutional health services in accordance with regulations to be developed by the Secretary.	_____	_____	_____
3) Is the plan time-phased for orderly assumption of all the responsibilities and functions of a fully designated Health Systems Agency?	_____	_____	_____
4) Have affected groups in the health service area had reasonable opportunity to be represented?	_____	_____	_____
5) How were the affected groups determined?	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		

	<u>Page Reference</u>	<u>Yes</u>	<u>No</u>
How and when were they involved?			
_____	_____		
_____	_____		
_____	_____		
_____	_____		
Is their involvement documented?	_____	_____	_____
6) Is there evidence that the Agency included community education on the planning process?	_____	_____	_____
7) Has the Agency published its policies and procedures for public access to Agency records and data?	_____	_____	_____
8) Has the applicant developed sub-area advisory councils (SAC)? If so, how many? _____	_____	_____	_____
9) Has the applicant described how the SACs relate to the HSA?	_____	_____	_____
10) Is the work program clearly the basis for the applicant's budget and organization?	_____	_____	_____
11) Is the staffing plan reasonable in light of the work program and financial resources available to the applicant?	_____	_____	_____

	<u>Page</u> <u>Reference</u>	<u>Yes</u>	<u>No</u>
12) What are the key staff positions listed by title?			
_____	_____		
_____	_____		
_____	_____		
_____	_____		
13) Does the make-up of staff reflect compliance with Affirmative Action vis-a-vis the availability of qualified personnel in the service area?	_____	_____	_____
14) Is there evidence in the budget addressing the following:			
a) Communications and reproduction costs.	_____	_____	_____
b) Recruitment of staff.	_____	_____	_____
c) Computer usage.	_____	_____	_____
d) Rental space.	_____	_____	_____
e) Planned contractual services.	_____	_____	_____
f) Consultant services.	_____	_____	_____
g) Travel expenses.	_____	_____	_____
h) Other _____	_____		
_____	_____		
_____	_____		
_____	_____		

Reviewer Information and Recommendation

DATE: _____

APPLICANT: _____

REVIEWER: _____ / _____
(print name) (signature)

Check if primary reviewer ()

Yes No

Reviewer Recommends Approval of Designation

ILLINOIS DEPARTMENT OF PUBLIC AID
NOTICE OF ADOPTION OF COURT ORDER RULE

IDPA Rule 3.37 contains the conditions for submittal and disposition of applications for public assistance. The Department amends that portion of the Rule which pertains to the time standard governing the disposition of applications for General Assistance and Aid to the Medically Indigent. Under the amendment the 45-day period for disposition of GA and AMI applications may be extended only if an applicant causes a delay.

Pursuant to Section 5(e) of "The Illinois Administrative Procedure Act", the Department adopted the Court Order Rule effective March 9, 1978.

A complete text of the Rule follows, which indicates the amended portions:

RULE 3.37 APPLICATION FOR ASSISTANCE

AABD, AFDC, MANG, GA, AMI,

An application shall be a signed request for assistance on a Department form which has been completed to the best of the client's knowledge and ability.

The application must be signed by the applicant with the following exceptions:

- When a conservator has been appointed for the applicant, the conservator must sign the application.
- When an applicant is physically or mentally unable to sign the application, the application may be signed by someone acting responsibly in behalf of the applicant.

Application for medical assistance may be made in behalf of a deceased person. The completed application must be received in the local office not more than five (5) calendar days after the individual's death, excluding the day on which death occurred, unless delay in receipt of the form occurred through no fault of the individual applying.

The applicant shall be assisted by the Department and by individuals of the applicant's choice in completing the application.

The date of application shall be the date an application is received by the local office serving the area of the State in which the applicant lives.

RULE 3.37 APPLICATION FOR ASSISTANCE (Cont.)

MANG (AABD)

Application shall be made for residents of facilities operated by the DMHDD only when the services received by the residents are being provided in a covered setting.

Eligibility exists only when the DMHDD patient possesses civil rights, or when not in possession of civil rights has a legally appointed conservator.

Application shall be made for a patient age 21 or over by the patient, conservator or by someone acting responsibly in the patient's behalf. Application for patients under age 21 shall be made by the patient's parent(s), legal guardian or conservator.

If the parents are unwilling to apply for assistance, the patient is not eligible.

TIME LIMITATIONS ON THE DISPOSITION OF AN APPLICATION

When a decision is made on an application, the Department shall inform the applicant in writing of the decision.

The Department shall send a notification of its determination within the following time periods:

- AABD(A) and related MANG - 45 calendar days
- AABD(B) and related MANG - 45 calendar days
- AABD(D) and related MANG - 60 calendar days
- AFDC and related MANG - 45 calendar days
- GA, AMI - 45 calendar days.

The time limitation for determining eligibility for General Assistance or AMI may be exceeded only when a decision cannot be reached because of failure or delay on the applicant's part, ~~or inability to obtain information essential to a decision.~~

Food Stamps

An application for food stamps is a written request containing the client's name, address and signature. When a decision is made on an application, the Department shall inform the applicant in writing of its decision. A decision shall be made within 30 days of the date of application and, if eligible, ATP documents issued as soon as possible thereafter and in no case more than 40 days.

RULE 3.37 APPLICATION FOR ASSISTANCE (Cont.)

Eligibility for program participation may not be established for any period prior to the fiscal month in which the application was made.

PRESUMPTIVE ELIGIBILITY (PE)AABD

When an individual makes application for AABD (SSP) the application shall be approved on a presumptive eligibility (PE) basis, pending determination of categorical relatedness if an allowable IM need exists and all eligibility criteria except for determination of categorical relatedness have been met.

When assistance is authorized on a PE basis, the application process shall continue until the local office receives notification that the applicant is either categorically related or not categorically related. At that point a final disposition of the application is made and certification is authorized or the application is denied.

SSI applicants or individuals who have been denied SSI due to level of income or assets who apply for SSP may be placed in presumptively eligible status if need exists.

AFDC

An applicant, who appears to meet the eligibility criteria, although verification of all eligibility factors has not yet been obtained, may be approved for financial assistance on a PE basis. The beginning medical eligibility date shall not be prior to the effective date of authorization of financial assistance on a PE basis.

Financial assistance may be authorized on a PE basis at the point of application in the case of immediate need or subsequently during the application process.

When assistance is authorized on a PE basis, the application process shall continue until all eligibility factors are verified and a final determination of eligibility or ineligibility is completed. At that point, a final disposition of the application is made and certification is authorized or the application is denied.

RULE 3.37 APPLICATION FOR ASSISTANCE (Cont.)

MANG, GA, AMI, Food Stamps

Not Applicable.

APPROVAL OF AN APPLICATION AND INITIAL AUTHORIZATION OF ASSISTANCEAABD, AFDC and GA

Financial assistance shall be authorized effective from the latter of:

- The date of the current application; or
- The date all eligibility requirements are met subsequent to the date of the current application.

AABD and AFDC

Medical assistance (MAG) shall be authorized, dependent on the specific case situation, effective:

- The date of application, providing the client was eligible that day, or
- The date of initial eligibility subsequent to the application date, or
- Any date within the 3 months prior to the dated application. The applicant must be both categorically and financially eligible from the date the medical expenses were incurred through the application date.

GA

Authorization of medical assistance shall not be effective prior to the date for which the applicant is determined eligible to receive a General Assistance grant.

MANG

Authorization of medical assistance (MANG) shall be effective:

- The month of application, providing the client was eligible; or
- The month of initial eligibility subsequent to the application date; or

RULE 3.37 APPLICATION FOR ASSISTANCE (Cont.)

- Any month within the 3 months prior to the date of application. The applicant must be both categorically and financially eligible from the month medical expenses were incurred through the application date.

AMI

Authorization of medical assistance shall not be effective prior to the month in which application is made.

GA, AMI SPECIAL APPROVAL PROVISIONS

If it is verified that an applicant meets all eligibility criteria other than verification of citizenship/alienage status and such verification is expected to take a length of time which would cause undue hardship to the applicant, assistance shall be authorized pending the receipt of the required verification if the applicant has submitted verification that the required documents have been requested. Assistance shall be authorized under this provision only if the local office has no reason to question the applicant's claim of U.S. citizenship or alienage status.

DENIAL OF AN APPLICATIONAABD, AFDC, MANG, GA, AMI, Food Stamps

An application shall be denied if it is established that the applicant does not meet one or more of the eligibility requirements or if the applicant chooses to withdraw the application.

If eligibility cannot be conclusively determined because of the applicant's unwillingness to cooperate in providing essential information or refusal to consent to verification by the local office, or the applicant has not provided sufficient information for a determination of eligibility, the application shall be denied.

FOOD STAMP PROGRAM EXCEPTIONS

An application shall be required for initial certification, subsequent certification, whenever the head of the household changes to a person who had not signed the previous application and whenever the certification period changes, including a change of household classification and subsequent certification.

RULE 3.37 APPLICATION FOR ASSISTANCE (Cont.)

GA (City of Chicago Only) households shall make application to the Department.

GA households (outside the City of Chicago) shall make application to the local GA unit.

Application for food stamp program participation shall be made by the head of the household.

When it is impossible for the head of the household or the spouse to make application, a responsible household member shall be designated by the head of the household or spouse as authorized representative.

If other household members are not available to make application due to employment, health problems, transportation problems, etc., a responsible adult outside the household may be designated authorized representative if the following conditions exist:

- The head of household, spouse or other responsible family members cannot be interviewed;
- The authorized representative has been designated in writing by the head of the household or the spouse.

The head of the household shall be held liable for any overissuance which results from erroneous information given on an application by the authorized representative.

For residents of drug addiction or alcoholic treatment centers, the private non-profit organization administering the center will assign an authorized representative to apply in behalf of each resident. However, the resident must personally sign the application form.

When the eligible members of a household are all unemancipated minors and the only adult is an ineligible alien, the ineligible alien may make application as head of the household in behalf of the eligible minors in the household. (Ineligible aliens applying as head of household will be responsible for any misrepresentation or fraud committed in the certification of the household and will sign the application as head of household, not as authorized representative.)

If there is any other eligible or emancipated minor in the household, even though that person would not normally be considered the household head, that person may make application as the head of household.

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